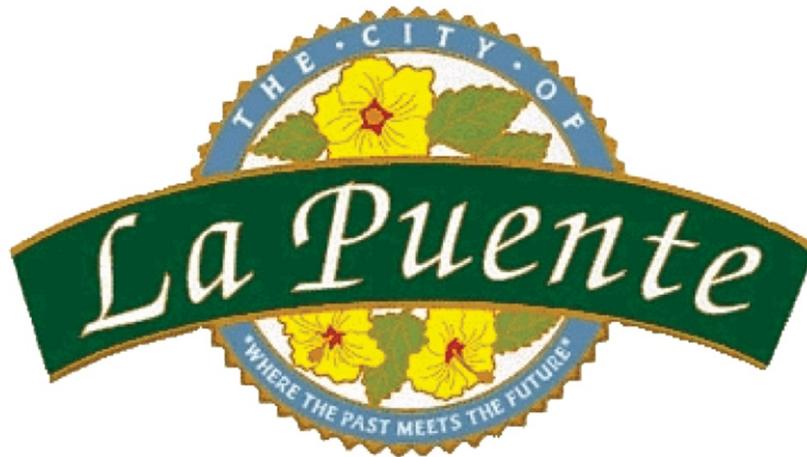


# City of La Puente

State of California



Fiscal Year 2015/2016

## Adopted Budget

Daniel C. Holloway, Mayor  
Valerie Munoz, Mayor Pro Tem  
David Argudo, Councilmember  
Charlie Klinakis, Councilmember  
Violeta Lewis, Councilmember





CITY OF LA PUENTE, CALIFORNIA

CITY COUNCIL

Daniel C. Holloway, Mayor  
Valerie Munoz, Mayor Pro Tem  
David Argudo, Councilmember  
Charlie Klinakis, Councilmember  
Violeta Lewis, Councilmember

CITY OFFICIALS

City Manager.....David Carmany  
City Attorney ..... Jamie Casso  
Director of Administrative Services/City Treasurer .....Robbeyn Bird  
Director of Development Services.....John DiMario  
Chief Deputy City Clerk ..... Sheryl Garcia  
Finance Manager.....Joann Gitmed  
Director of Recreation Services.....Roxanne Lerma



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David Carmany  
*City Manager*



Robbeyn Bird  
*Director of Administrative Services*

Joann Gitmed  
*Finance Manager*

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## City Manager's Budget Message

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May 26, 2015

Honorable Mayor and Council Members  
15900 E. Main Street  
La Puente, CA 91744-4719

Honorable Mayor and Council Members:

I am pleased to transmit to you the recommended Fiscal Year 2015-16 Operating and Capital Improvement Budget. Per Council-approved budget policy, this is a comprehensive balanced budget with adequate reserves, providing an adequate level of service to the community without new or increased taxes. The City's management team and staff have put together an operating and capital expenditure plan that addresses the City Council's priorities within the existing financial capacities to fulfill the service requirements of the residents who live, work, and play in La Puente. The recommended budget demonstrates a sound financial plan for the next twelve months. It is a balanced budget – current revenues equal current expenditures.

Given the high expectations of La Puente residents, businesses, and City Council, preparation of the Fiscal Year 2015-16 recommended budget was particularly challenging. The gap between “expectations” and “fiscal reality” has gradually widened in previous years resulting in reduction of staffing levels in the 2014-15 fiscal year. These staffing reductions resulted in a balanced budget for the Fiscal Year ending 2014-15. During the current year, several new retail businesses and restaurants have located in the City which results in increased revenues for La Puente. However, having said that, growth in expenditures continues to outpace growth in revenues and it is imperative that the City continue to explore alternatives to providing the quality of service levels that residents enjoy and deserve. This year, as in prior years, has once again proven to be a formidable task. From my professional experience in preparing Operating and Capital budgets, I would offer that adverse financial conditions often produce superior plans for managing the public financial resources that are available. I believe that this financial plan as proposed is both realistic and responsive to the needs of the community.

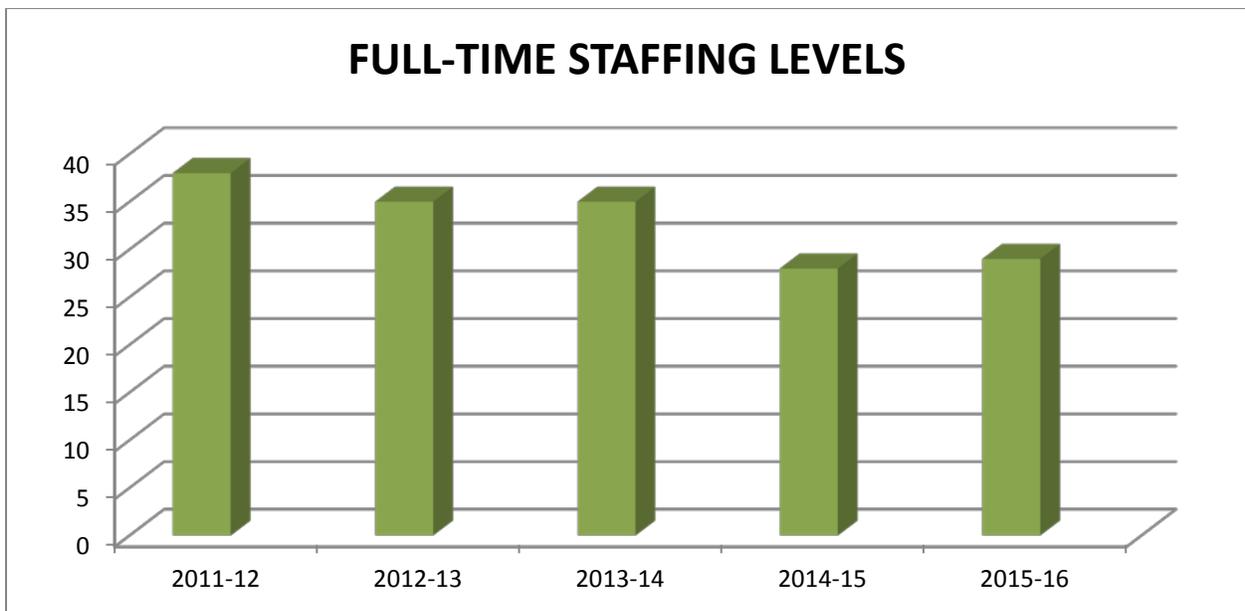
The objectives used in developing the recommended budget were to submit a balanced budget to the City Council; to maintain high levels of service to the community; to be prudent and realistic in estimating revenues and to support a Capital Improvement Program focused both on capital maintenance and repair.

As a quick overview, the recommended budget as submitted for Fiscal Year 2015-16 for all funds of the City is summarized below:

**RECOMMENDED BUDGET - ALL FUNDS**

<b>Appropriations All Funds</b>	<b>Recommended FY 2015-16</b>	<b>Amended FY 2014-15</b>	<b>Increase (Decrease)</b>	
			<b>Amount</b>	<b>Percent</b>
Operating Budget	\$15,833,600	\$15,525,240	\$308,360	1.99%
Transfers Out	1,166,600	743,000	423,600	57.01%
Capital Budget	<u>5,395,400</u>	<u>4,226,650</u>	<u>1,168,750</u>	27.65%
<b>Total</b>	<b><u>\$22,395,600</u></b>	<b><u>\$20,494,890</u></b>	<b><u>\$1,900,710</u></b>	9.27%

Management staff was directed to maintain or reduce current staffing levels when submitting their budget proposals. Below is a graph that illustrates the staffing levels for full-time positions over the last five (5) years.



**SERVICES PROVIDED BY THE CITY**

The citizens of La Puente continue to enjoy an adequate level of service provided by the City and paid for with local tax dollars. Services provided include police; recreation programs for youth, adults, and seniors; park maintenance; street maintenance; transportation; engineering; building & safety; housing programs; planning & development; code enforcement; animal control; and street sweeping. The general fund is the major funding source for all services. Therefore, the budget discussion herein focuses primarily on the General Fund, as highlighted in the Financial Summaries section following the Budget Message.

This recommended budget again represents a significant departure from the presentation format of prior budget submissions to the City Council. The changes made are the second year of a multi-year process to increase transparency and enhance the understandability of the budget document.

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## **GENERAL FUND RECOMMENDED BUDGET**

The total recommended General Fund budget is \$11.5 million, an increase of \$600 thousand from Fiscal Year 2014-15. This net increase is mainly a result of the following three components:

- The CalPERS retirement rates are increasing from 17.668% to 26.951% resulting in higher costs of approximately \$250,000,
- The annual cost for the Sheriff's contract increased by \$125,000, and
- There is an expenditure of \$100,000 for the biannual 2016 election.

The table below is a summary of the total resources and requirements for the recommended Fiscal Year 2015-16 General Fund budget:

### **GENERAL FUND SUMMARY**

Estimated Revenues	\$ 10,896,800
Transfers In	<u>625,600</u>
Total Resources	11,522,400
Recommended Budget	<u>11,522,400</u>
Balance	<u><u>\$ -</u></u>

A thorough discussion of the details of the recommended budget will be presented to Council during scheduled City Council budget meetings.

The discussions at the budget meetings will focus primarily on the recommended budget balancing strategies presented for Council's consideration in order to determine what adjustments, if any, are necessary to the proposed budget document as submitted.

Due to the budgetary pressures existing in the City's General Fund, City Council acknowledged the need to implement a series of budget saving strategies last year to reduce spending and eliminate the need to use reserves for ongoing operating expenditures. Due to the loss of Redevelopment Agency tax increment funding in 2012 and its resultant direct impact on the General Fund, the City has balanced the budget using reserves until Fiscal Year 2014-15. All of the measures presented to the City Council in the previous year have been implemented and despite the resultant savings from implementing those measures, expenditures continue to outpace the revenue growth. Therefore, staff is continually looking for ways to cut expenditures and enhance revenues. Thus, staff is currently working on performing a full review of the City's fee structure. The results of the study will be presented to the City Council later this year.

At the beginning of the Fiscal Year 2015-16 budget development process, a \$600 thousand structural budget gap existed in the General Fund. Again, the reason for this gap stems from the following reasons:

- The CalPERS rates for retirement are increasing from 17.668% to 26.951% resulting in higher costs of approximately \$250,000,
- The annual cost for the Sheriff's contract increased by \$125,000, and
- There is an increase of \$100,000 for the 2016 election.

The remaining \$125,000 increase is due to normal inflationary increases such as increased utility costs for water and electricity, benefit cost increases, and CPI/merit wage step increases given to employees.

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As the budget process progressed and both revenue and expenditure numbers were stabilized, all departments were directed to go back through their initial expenditure projections and reduce the costs without affecting service levels. Staff also performed a critical review of salary allocations, which also resulted in General Fund expenditure reductions.

### **FINANCIAL OUTLOOK**

La Puente's economy is beginning to show signs that the economic recovery is real and not temporary. During Fiscal Year 2014-15, many new businesses have located in the City; including Harbor Freight, Smart & Final, Starbucks, Menchies, and Waba Grill. In addition, the City's first McDonalds will open during the 2015-16 fiscal year. Sales tax revenues, which are a good measure of the volume of retail sales activity, have been higher for the past several quarters based on a year-over-year comparison. Furthermore, per Hinderliter, De Llamas, the city's property tax and sales tax consultant, property values are higher than they were in previous years. However, even as the economy continues to rebound, it is important to note that the cost of services provided to the community continues to rise at a rate greater than the City's revenue growth. As with consumers and businesses alike, the City is facing higher fuel costs, utility costs, insurance costs and material costs.

The City's cash flow position remains sound. However, any further expansion of programs and services or General Fund commitment to capital improvements in the community will necessitate additional revenues to fund those initiatives. The City cannot accomplish any expansion of programs and services solely by economizing or cutting support personnel.

### **APPROPRIATIONS LIMIT**

Since the addition of Article XIII-B to the Constitution of California in November 1979, the City has been required to annually establish an Appropriations Limit. The ideology behind establishing an annual appropriation limit is that if an agency's ability to spend tax proceeds each year is controlled, then the growth in tax revenues can be systematically and incrementally managed to lessen the impact or tax burden upon taxpayers throughout the State.

In June 1990, Article XIII-B and its implementing legislation Chapter 1205/80 were modified by Proposition 111 and SB 88. The modifications changed the annual adjustment factors for determining the Appropriations Limit. Beginning with the calculation of the Appropriations Limit for Fiscal Year 1990-91, the City may choose one of the following factors to use for inflationary adjustment:

- The growth in California per capita income; or
- The growth in the non-residential assessed valuation due to new construction within the City.

In addition, the City may choose to use either the population growth of the City or the population growth within the County. These two adjustment factors, one for inflation and one for population, are both annual elections for the City in determining its Appropriations Limit.

### **SUMMARY**

The recommended Fiscal Year 2015-16 Operating and Capital Improvement Budget continues to support a high level of service that the citizens of La Puente are accustomed to expect. It also represents a balanced financial plan. However, any increase to this financial plan would immediately cause an imbalance. Adequate reserves have been set aside for contingencies, including amounts to meet unforeseen emergencies.

The recommended budget is delicately balanced and is designed to ensure that La Puente remains an outstanding place to live, work, and play. Furthermore, I believe this plan reflects your priorities, as well

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as the priorities of the community, within the City's existing financial resources. However, should the City Council and the community desire additional or expanded programs and services, it will be necessary to identify exactly what existing programs and services funded in a similar manner can be eliminated from the budget to ensure that the balance is maintained. The City is not in the position – either upon budget adoption or at any point in time throughout the fiscal year absent a major upward shift in the economy – to add ongoing expenditures without corresponding reductions or identification of a new revenue source.

### **ACKNOWLEDGEMENT**

The annual development of the recommended budget takes an enormous amount of staff time and effort, and has to be completed within a compressed timeline. The preparation of the annual budget was made possible by the dedicated efforts of the Administrative Services Department, department directors, and staff. Credit must also be given to the Mayor and the City Council for their support by maintaining the highest standards of professionalism in the management of the City's finances.

Respectfully submitted,



David N. Carmany  
City Manager

**RESOLUTION NO. 15-5208**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PUENTE, CALIFORNIA ADOPTING THE CITY'S FISCAL YEAR 2015-2016 ANNUAL BUDGET IN CONJUNCTION WITH THE ADOPTION OF THE CITY'S GANN APPROPRIATION LIMIT AND ESTABLISHING CONTROLS ON CHANGES IN APPROPRIATIONS FOR THE VARIOUS FUNDS**

WHEREAS, in accordance with Section 2.08.080 of the La Puente Municipal Code, the City Manager has prepared and submitted to the City Council the Fiscal Year 2015-2016 Annual Budget; and

WHEREAS, the City Council, as the legislative body of the City, has reviewed and accepted the Annual Budget; and

WHEREAS, the City Council has determined that it is necessary for the efficient management of the City that certain sums of revenue of the City be appropriated to the various departments and activities of the City.

WHEREAS, the appropriations limit for the fiscal year 2014-15 was \$68,856,698; and

WHEREAS, the City of La Puente has complied with all the provisions of Article XIII B of the California Constitution in determining the appropriations limit for Fiscal Year 2015-2016.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LA PUENTE DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:**

Section 1. That certain document on file in the office of the City Clerk of the City of La Puente marked and designated "Recommended Budget FY 2015-2016" has been prepared and submitted by the City Manager, and accepted by the City Council, and is hereby adopted.

Section 2. That the amounts designated, on file in the City Clerk's office and incorporated herein by reference are hereby appropriated from the revenue and unappropriated fund balance of the City of La Puente to the department, fund or activity of the City for which they are designated, and such appropriation shall be neither increased nor decreased except as provided herein.

Section 4. That the legal level of budgetary control shall be at the fund level and total appropriations for each fund may only be increased or decreased by the City Council by passage of a resolution amending the budget.

Section 5. That the City of La Puente's Appropriation Limit (Exhibit A) in fiscal year 2015-2016 shall be \$68,429,786. The proceeds of taxes are \$9,277,068 and are below the appropriation limit. There is no excess of taxes over the appropriation limit.

Section 6. That the following controls are hereby placed on the use and transfer of budget funds:

A. No expenditure of funds shall be authorized unless sufficient funds have been appropriated by the City Council or City Manager as described below:

i. The City Manager may authorize all transfers of funds from account to account within any department.

ii. The City Manager may authorize transfers of funds between departments within the same fund.

iii. The City Manager may delegate to Department Heads the authority to make budget transfers within their own departments.

iv. The City Manager may authorize budget adjustments involving offsetting revenues and expenditures; the City Manager may authorize increases or decreases in an appropriation for a specific purpose where the appropriation is offset by unbudgeted revenue, which is designated for said specific purpose.

B. The City Manager may authorize the expenditure of funds for various purposes in amounts up to \$10,000. Any expenditure of funds in excess of \$10,000 will be governed by Section 2.20 of the La Puente Municipal Code.

C. The City Manager may authorize change orders on public works contracts in amounts not to exceed \$10,000 per change order if sufficient appropriated funds are available.

**PASSED, APPROVED and ADOPTED** this 26<sup>th</sup> day of May, 2015, by the following vote:

AYES: COUNCILMEMBER: Holloway, Munoz, Argudo, Klinakis, Lewis  
NOES: COUNCILMEMBER:  
ABSENT: COUNCILMEMBER:  
ABSTAIN: COUNCILMEMBER:

  
Daniel C. Holloway, Mayor

ATTEST:

  
\_\_\_\_\_  
Sheryl Garcia, Chief City Clerk

**CITY OF LA PUENTE**  
**Gann Appropriation Limit**  
**Fiscal Year 2015-16**

FY 2014/15	Appropriation Limit, as adjusted		\$ 68,856,698
	Change in City's new construction non-residential assessed valuation	%	(1.4300)
	Change in Los Angeles County Population	%	0.82
	Calculation of factor	( .9857 x 1.0082) =	0.9938
<b>FY 2015/16</b>	<b>Appropriation Limit</b>	<b>=</b>	<b><u>\$ 68,429,786</u></b>
FY 2015/16	Proceed of Taxes		<u>\$ (9,277,068)</u>
FY 2015/16	Amount Under Appropriation Limit		<u><u>\$ 59,152,718</u></u>

The establishment of the appropriation limit for the following fiscal year is required by each agency per Article XIII B of the California Constitution-Gann Initiative. The City can select the larger of the percentage growth of the City or County for growth. Also, the City can select the larger of the percentage increase in the State's per capita income or the increase in the City's new construction nonresidential assessed valuation can be utilized for inflation. The following are the rates provided by Department of Finance and County Assessor Office.

<b><u>Change in Population Growth ( Dept. of Finance)</u></b>	
City (La Puente)	0.48%
County	0.82%
Change in State's Per Capita Income	3.82%
Change in City's new construction nonresidential assessed valuation	7.41%

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**CITY OF LA PUENTE**  
**Proceeds of Taxes**  
**Fiscal Year 2015/16**

<u><b>Proceeds of Taxes</b></u>	<u><b>Budget</b></u>
Sales & Use Tax	\$ 2,742,200
Franchise Tax	1,006,000
Transient Occupancy Tax	200,000
Property Transfer Tax	60,000
Business License Tax	95,000
Property Tax	5,118,400
Landscape Maintenance	6,000
Interest Earnings on Tax Proceeds	<u>49,468</u>
<b>Total Proceeds of Taxes</b>	<u><u>\$ 9,277,068</u></u>

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## Mission and Vision Statement

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### Mission Statement

We are a friendly, culturally diverse family-oriented small town city. We provide quality services in a socially and fiscally responsible manner.

### Core Values

The City of La Puente values:

- Fiscal sustainability
- Honesty and integrity
- Diversity
- Quality of life
- Professionalism
- Transparency
- Planning for the future

### Community Vision

The Community Vision sets the foundation for the entire City. The vision is a general statement of what the City is working to achieve on a long-term basis and also guides development of the community. The following principles convey the community's desires for the future:

La Puente desires to be:

- A family-oriented community providing a range of public services
- An attractive community of homes and neighbors
- A community that provides opportunities for businesses to be successful
- A safe place to live, work, and shop
- A balanced community that promotes varied housing options
- A mobile and accessible community

### Three Year Goals

- Achieve financial stability and sustainability
- Enhance City facilities and infrastructure
- Improve the image and perception of the City
- Enhance City programs and activities

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## Management Budget Guidelines

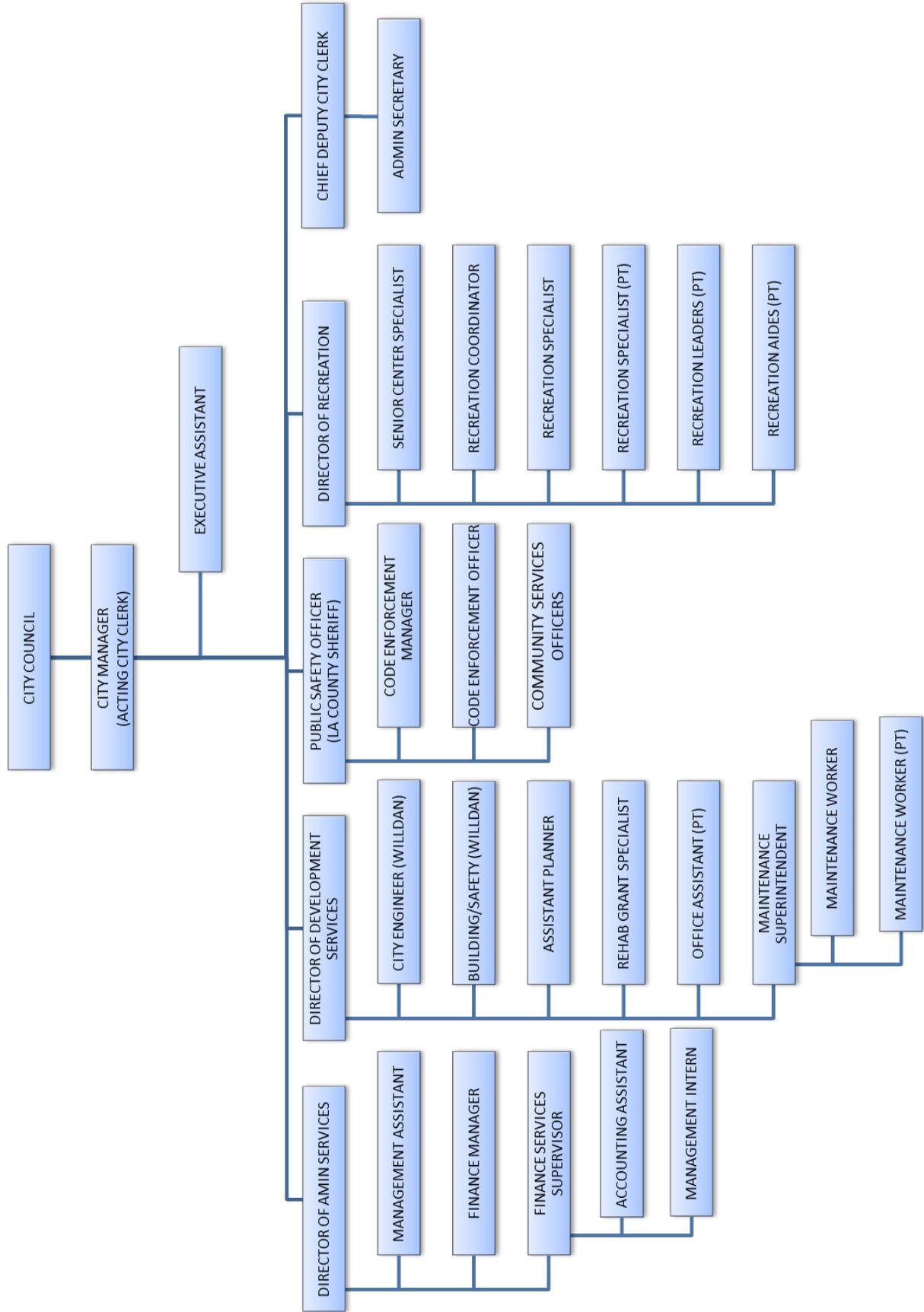
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### Purpose

The purpose of these guidelines is to set forth the financial policies that are designed to provide cost-effective and efficient City operations, and to move the City towards long-term financial stability and service-level effectiveness. These guidelines are the basis of the development of the City's budget and are incorporated into the adopted budget. The following guidelines will be reviewed every year during the preparation of the City's budget; recommended changes will be presented to the City Council for consideration with the adoption of the City's budget.

- The City's budget reflects the goals, values, and priorities of the City Council and is the foundation upon which the operation of the City is planned.
- The City Council approves total budgeted appropriations that are prepared by fund, program, and activity. Three levels of budgetary control authority are as follows: (1) department heads have the authority to move appropriations from one object to another within activities within the same fund; (2) the City Manager is authorized to transfer appropriations between activities and between programs within the same fund; and (3) the City Council approves any appropriation amendments between programs, between funds.
- The City will endeavor to maintain a financially balanced and stable budget to minimize the effects of economic fluctuations. Each adopted budget will be balanced by using transfers and/or loans from other funds, if necessary. It means that the budgeted revenues with transfers/loans will be equal to the total appropriations in the budget. The comprehensive annual financial report will confirm the adoption of a balanced budget and note any discrepancies.
- Staff will focus on long-term financial strength and stability. The budget will include adequate reserves to provide for unanticipated expenditures of a non-recurring nature. A minimum fund balance reserve will be maintained at all times. The minimum level required for this reserve will be 25% of the final General Fund operating budget, which will be \$2.9 million.
- All budgeted appropriations lapse at fiscal year-end. Unexpended project appropriations will be carried forward as continuing appropriations to future fiscal years with the City Council approval.
- Non-recurring revenues will not be used to fund recurring expenditures on an ongoing basis. One-time revenues will be used for one-time expenditures, including capital items, establishment of reserve accounts that are operationally adequate. Recurring revenues will fund the required transfers to the City's Equipment Replacement and Vehicle Equipment and Replacement funds. The City will avoid budgetary and accounting procedures that balance the current budget at the expense of future budgets.
- City's budget procedures will conform to State regulations and generally accepted accounting principles.
- Investments and cash management will be the responsibility of the City Treasurer. In order to maximize yields from the overall portfolio, the City will consolidate the cash balance from all funds for investment purposes.
- Capital projects will be in compliance with the City's General Plan and may be funded on a pay-as-you-go basis or with new debt issuance. Capital budgeting is limited by the availability of revenues and debt proceeds.

## Organizational Chart



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## Budget at a Glance

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The City's budget consists of the following seven components:

1. Introduction
  - Budget Message
  - Budget Adoption Resolution/Appropriation Limit
  - Mission and Vision Statement
  - Management Budget Guidelines
  - Organizational Chart
  - Budget at a Glance
  - Summary of Estimated Fund Balances
  - Budget Summary by Program Expenditures
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  - Expenditures by Type
4. Department Activity Information
  - Department Summary
  - Department Detail
5. Successor Agency
6. Capital Improvements
  - Capital Improvement Summary
  - Capital Improvement Projects
7. Glossary
  - Glossary of Budget Terms
  - Glossary of Acronyms and Terms

## Summary of Estimated Fund Balances

City of La Puente  
Summary of Estimated Fund Balances  
Fiscal Year 2014 - 2015

	<u>Fund Balance</u> <u>June 30, 2014</u>	<u>Revenues</u>	<u>Operating</u> <u>Expenditures</u>	<u>Capital</u> <u>Improvements</u>	<u>Total</u> <u>Expenditures</u>	<u>Net Change to</u> <u>Fund Balance</u>	<u>Estimated</u> <u>Fund Balance</u> <u>June 30, 2015</u>
<b>GENERAL FUND</b>							
11 General Fund	\$ 6,011,634	\$ 10,927,099	\$ 10,784,648	\$ -	\$ 10,784,648	\$ 142,451	\$ 6,154,085
12 Contingency Reserve Fund	-	-	-	-	-	-	-
<b>Total General Fund</b>	<b>\$ 6,011,634</b>	<b>\$ 10,927,099</b>	<b>\$ 10,784,648</b>	<b>\$ -</b>	<b>\$ 10,784,648</b>	<b>\$ 142,451</b>	<b>\$ 6,154,085</b>
<b>SPECIAL REVENUE FUNDS</b>							
22 Traffic Safety Fund	\$ 2,805	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,805
23 Asset Seizure Fund	8,483	100	2,400	-	2,400	(2,300)	6,183
24 PEG Access Fund	96,657	20,200	73,170	-	73,170	(52,970)	43,687
25 Supplement Law Enf Fund	12,518	100,200	100,000	-	100,000	200	12,718
27 Office of Traffic Safety Fund	18,371	100	-	-	-	100	18,471
28 JAG Grant	5,129	20,500	20,000	-	20,000	500	5,629
32 State Gas Tax Fund	573,700	1,361,006	792,500	221,700	1,014,200	346,806	920,506
34 County Aid to Cities	-	125,000	-	100,000	100,000	25,000	25,000
37 Proposition 1B Fund	62,613	100	-	62,700	62,700	(62,600)	13
38 Cal Home Grant Fund	273,457	113,340	24,300	-	24,300	89,040	362,497
39 Local Transportation Fund	59	26,553	-	-	-	26,553	26,612
40 STPL	-	-	-	-	-	-	-
41 CDBG Program Fund	31,381	268,886	245,586	-	245,586	23,300	54,681
42 Air Quality Improvement Fund	281,358	163,800	390,000	-	390,000	(226,200)	55,158
43 Miscellaneous Grant	-	-	-	-	-	-	-
44 Energy Efficiency Grant	1,528	-	-	-	-	-	1,528
45 HSIP	-	130,000	-	130,000	130,000	-	-
47 Measure "R" Fund	718,709	427,800	20,200	944,180	964,380	(536,580)	182,129
48 Prop. "A" Fund	632,317	870,300	864,900	-	864,900	5,400	637,717
49 Prop. "C" Fund	322,836	585,209	16,938	319,440	336,378	248,831	571,667
71 Safe Routes to School (SRTS)	(533)	340,183	-	339,650	339,650	533	-
<b>Total Special Revenue Funds</b>	<b>\$ 3,041,388</b>	<b>\$ 4,553,277</b>	<b>\$ 2,549,994</b>	<b>\$ 2,117,670</b>	<b>\$ 4,667,664</b>	<b>\$ (114,387)</b>	<b>\$ 2,927,001</b>
<b>ENTERPRISE FUNDS</b>							
50 Sewer Construction/Maint. Fund	\$ 1,568,958	\$ 878,100	\$ 751,450	\$ 80,000	\$ 831,450	\$ 46,650	\$ 1,615,608
52 2007 Sewer Revenue Bonds	2,376,381	643,000	777,160	-	777,160	(134,160)	2,242,221
54 CSMD Fund	1,376,222	454,000	137,700	-	137,700	316,300	1,692,522
<b>Total Enterprise Funds</b>	<b>\$ 5,321,561</b>	<b>\$ 1,975,100</b>	<b>\$ 1,666,310</b>	<b>\$ 80,000</b>	<b>\$ 1,746,310</b>	<b>\$ 228,790</b>	<b>\$ 5,550,351</b>
<b>INTERNAL SERVICE FUNDS</b>							
61 Equipment Replacement Fund	\$ 234,205	\$ 190,726	\$ 187,900	\$ -	\$ 187,900	\$ 2,826	\$ 237,031
62 Fleet Mtce/Replacement Fund	-	81,646	91,800	-	91,800	(10,154)	(10,154)
<b>Total Internal Service Funds</b>	<b>\$ 234,205</b>	<b>\$ 272,372</b>	<b>\$ 279,700</b>	<b>\$ -</b>	<b>\$ 279,700</b>	<b>\$ (7,328)</b>	<b>\$ 226,877</b>
<b>SUCCESSOR AGENCY</b>							
70 RPTTF	\$ (16,153,876)	\$ 601,000	\$ 521,600	\$ -	\$ 521,600	\$ 79,400	\$ (16,074,476)
<b>Total Successor Agency</b>	<b>\$ (16,153,876)</b>	<b>\$ 601,000</b>	<b>\$ 521,600</b>	<b>\$ -</b>	<b>\$ 521,600</b>	<b>\$ 79,400</b>	<b>\$ (16,074,476)</b>
<b>Grand Total</b>	<b>\$ (1,545,088)</b>	<b>\$ 18,328,848</b>	<b>\$ 15,802,252</b>	<b>\$ 2,197,670</b>	<b>\$ 17,999,922</b>	<b>\$ 328,926</b>	<b>\$ (1,216,162)</b>

## Summary of Estimated Fund Balances

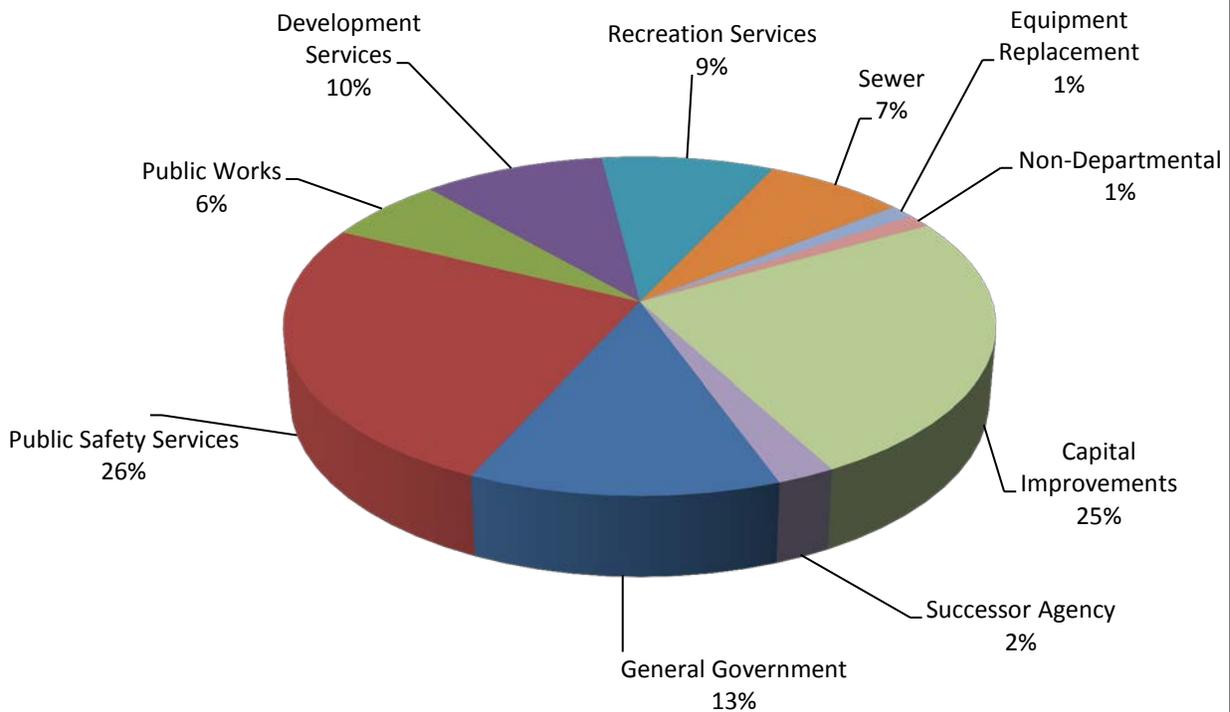
City of La Puente  
Summary of Estimated Fund Balances  
Fiscal Year 2015-2016 Adopted Budget

	Estimated Fund Balance		Operating Expenditures	Capital Improvements	Total Expenditures	Interfund Transfers		Net Change to Fund Balance	Estimated Fund Balance June 30, 2016
	July 1, 2015	Revenues				Transfers In	Transfers Out		
<b>GENERAL FUND</b>									
11 General Fund	\$ 6,154,085	\$ 10,896,800	\$ 11,522,400	\$ -	\$ 11,522,400	\$ 625,600	\$ -	\$ -	\$ 6,154,085
12 Contingency Reserve Fund	-	-	-	-	-	-	-	-	-
<b>Total General Fund</b>	<b>\$ 6,154,085</b>	<b>\$ 10,896,800</b>	<b>\$ 11,522,400</b>	<b>\$ -</b>	<b>\$ 11,522,400</b>	<b>\$ 625,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,154,085</b>
<b>SPECIAL REVENUE FUNDS</b>									
22 Traffic Safety Fund	\$ 2,805	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,805
23 Asset Seizure Fund	6,183	100	6,200	-	6,200	-	-	(6,100)	83
24 PEG Access Fund	43,687	20,800	40,000	-	40,000	-	-	(19,200)	24,487
25 Supplement Law Enf Fund	12,718	100,200	-	-	-	-	100,000	200	12,918
27 Office of Traffic Safety Fund	18,471	100	-	-	-	-	-	100	18,571
28 JAG Grant	5,629	12,100	12,100	-	12,100	-	-	-	5,629
32 State Gas Tax Fund	920,506	949,700	951,500	455,400	1,406,900	-	-	(457,200)	463,306
34 County Aid to Cities	25,000	-	-	-	-	-	-	-	25,000
37 Proposition 1B Fund	13	-	-	-	-	-	-	-	13
38 Cal Home Grant Fund	362,497	120,200	294,600	-	294,600	-	-	(174,400)	188,097
39 Local Transportation Fund	26,612	30,000	-	30,000	30,000	-	-	-	26,612
40 STPL	-	634,000	-	634,000	634,000	-	-	-	-
41 CDBG Program Fund	54,681	635,600	390,100	300,000	690,100	-	-	(54,500)	181
42 Air Quality Improvement Fund	55,158	51,500	-	-	-	-	-	51,500	106,658
43 Miscellaneous Grant	-	35,000	-	35,000	35,000	-	-	-	-
44 Energy Efficiency Grant	1,528	-	-	-	-	-	-	-	1,528
45 HSIP	-	873,000	-	873,000	873,000	-	-	-	-
47 Measure "R" Fund	182,129	430,000	24,100	397,000	421,100	-	79,400	(70,500)	111,629
48 Prop. "A" Fund	637,717	890,400	920,300	135,000	1,055,300	-	-	(164,900)	472,817
49 Prop. "C" Fund	571,667	586,200	27,800	916,000	943,800	-	183,200	(540,800)	30,867
71 Safe Routes to School (SR2S)	-	-	-	-	-	-	-	-	-
<b>Total Special Revenue Funds</b>	<b>\$ 2,927,001</b>	<b>\$ 5,368,900</b>	<b>\$ 2,666,700</b>	<b>\$ 3,775,400</b>	<b>\$ 6,442,100</b>	<b>\$ -</b>	<b>\$ 362,600</b>	<b>\$ (1,435,800)</b>	<b>\$ 1,491,201</b>
<b>ENTERPRISE FUNDS</b>									
50 Sewer Construction/Maint. Fund	\$ 1,615,608	\$ 883,000	\$ 843,200	\$ 820,000	\$ 1,663,200	\$ -	\$ 816,000	\$ (1,596,200)	\$ 19,408
52 2007 Sewer Revenue Bonds	2,242,221	3,000	641,000	-	641,000	641,000	-	3,000	2,245,221
54 CSMD Fund	1,692,522	454,000	158,500	800,000	958,500	-	88,000	(592,500)	1,100,022
<b>Total Enterprise Funds</b>	<b>\$ 5,550,351</b>	<b>\$ 1,340,000</b>	<b>\$ 1,642,700</b>	<b>\$ 1,620,000</b>	<b>\$ 3,262,700</b>	<b>\$ 641,000</b>	<b>\$ 904,000</b>	<b>\$ (2,185,700)</b>	<b>\$ 3,364,651</b>
<b>INTERNAL SERVICE FUNDS</b>									
61 Equipment Replacement Fund	\$ 237,031	\$ 182,800	\$ 182,200	\$ -	\$ 182,200	\$ -	\$ -	\$ 600	\$ 237,631
62 Fleet Mtce/Replacement Fund	(10,154)	102,200	102,000	-	102,000	-	-	200	(9,954)
<b>Total Internal Service Funds</b>	<b>\$ 226,877</b>	<b>\$ 285,000</b>	<b>\$ 284,200</b>	<b>\$ -</b>	<b>\$ 284,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 800</b>	<b>\$ 227,677</b>
<b>SUCCESSOR AGENCY</b>									
70 RPTTF	\$ (16,074,476)	\$ 601,000	\$ 521,600	\$ -	\$ 521,600	\$ -	\$ -	\$ 79,400	\$ (15,995,076)
<b>Total Successor Agency</b>	<b>\$ (16,074,476)</b>	<b>\$ 601,000</b>	<b>\$ 521,600</b>	<b>\$ -</b>	<b>\$ 521,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 79,400</b>	<b>\$ (15,995,076)</b>
<b>Grand Total</b>	<b>\$ (1,216,162)</b>	<b>\$ 18,491,700</b>	<b>\$ 16,637,600</b>	<b>\$ 5,395,400</b>	<b>\$ 22,033,000</b>	<b>\$ 1,266,600</b>	<b>\$ 1,266,600</b>	<b>\$ (3,541,300)</b>	<b>\$ (4,757,462)</b>

### Budget Summary by Program Expenditures

Departmental Expenditures	FY 13-14 Actuals	FY 14-15 Amended Budget	FY 14-15 Estimated	FY 15-16 Adopted
General Government	\$ 2,016,519	\$ 2,672,483	\$ 2,241,538	\$ 2,771,300
Public Safety Services	5,419,227	5,879,215	5,755,240	5,715,100
Public Works	1,334,111	2,013,873	1,417,204	1,391,000
Development Services	1,444,000	1,778,349	1,547,042	2,121,200
Recreation Services	11,188,802	1,939,290	1,893,512	2,009,100
Sewer	2,191,983	2,041,197	2,024,694	1,642,700
Equipment Replacement	147,898	281,460	395,658	284,200
Non-Departmental	714,353	490,000	371,799	281,400
Capital Improvements	2,342,083	4,761,121	4,023,759	5,658,000
Successor Agency	-	-	-	521,600
<b>Total Expenditures</b>	<b>\$ 26,798,976</b>	<b>\$ 21,856,988</b>	<b>\$ 19,670,446</b>	<b>\$ 22,395,600</b>

### FY 15-16 Recommended Departmental Expenditures by % - All Funds



## 4 Year Personnel Summary

City of La Puente				
4 Year Personnel Summary				
Job Classification	FY 12-13 Actual FTE's	FY 13-14 Actual FTE's	FY 14-15 Actual FTE's	FY 15-16 Proposed FTE's
<b>Department: Council</b>				
Council Member	5.00	5.00	5.00	5.00
<b>Total Council:</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Department: City Manager</b>				
City Manager	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
<b>Total City Manager:</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>Department: Administrative Services</b>				
Director of Administrative Services	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00
Finance Services Supervisor	1.00	1.00	1.00	1.00
Accounting Assistant	3.00	3.00	3.00	3.00
Management Assistant	1.00	1.00	1.00	1.00
<b>Total Administrative Services:</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b>Department: City Clerk</b>				
City Clerk	1.00	1.00	-	-
Chief Deputy City Clerk	-	-	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00
<b>Total City Clerk:</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>Department: Community Development</b>				
Director of Development Services	-	-	1.00	1.00
Planning Assistant	1.00	1.00	1.00	1.00
Rehabilitation Grant Specialist	1.00	1.00	1.00	1.00
<b>Total Community Development:</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>
<b>Department: Public Works / Street Maintenance</b>				
Maintenance Superintendent	-	-	1.00	1.00
Lead Maintenance Worker	1.00	1.00	-	-
Maintenance Worker	5.00	5.00	3.00	3.00
<b>Total Public Works/Street Maintenance</b>	<b>6.00</b>	<b>6.00</b>	<b>4.00</b>	<b>4.00</b>
<b>Department: Code Enforcement</b>				
Code Enforcement Manager (Contract)	-	-	-	1.00
Code Enforcement Supervisor	1.00	1.00	-	-
Sr. Code Enforcement Officer	3.00	3.00	-	-
Code Enforcement Officer - Parking	1.00	1.00	-	-
Office Assistant	1.00	1.00	-	-
<b>Total Code Enforcement:</b>	<b>6.00</b>	<b>6.00</b>	<b>-</b>	<b>1.00</b>
<b>Department: Recreation</b>				
Director of Recreation	-	-	1.00	1.00
Recreation Manager	1.00	1.00	-	-
Recreation Coordinator	2.00	2.00	2.00	2.00
Senior Center Specialist	1.00	1.00	1.00	1.00
Recreation Specialist	1.00	1.00	1.00	1.00
<b>Total Recreation / Recreation:</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Totals</b>	<b>35.00</b>	<b>35.00</b>	<b>28.00</b>	<b>29.00</b>

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## Budget Procedures and Methods

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This section describes the budget structure and budget development timeline as well as how this budget was prepared and will be controlled.

### **Preparing the Preliminary and Council Adopted Budget:**

In January, the finance department distributes a budget calendar to department heads for preparing a preliminary budget for the next fiscal year. Department heads are responsible for updating the projected budget for the current fiscal year and the proposed budget for the next fiscal year using the worksheets distributed by the finance department. In general, the projected budget reflects the current mid-year budget that was approved by the City Council each year. Department heads will also need to update the activity information accordingly for each department. In addition, the finance department begins preparing salary and benefit expenditure projections, information technology equipment and vehicle charge allocations, as well as FTE updates for the City.

The City Manager's review includes scheduled budget meetings with each department head. At these meetings, discussions centered on specific requirements, the determination of priorities in terms of a definite need and the effectiveness of existing or proposed programs. Revenue estimates initially prepared by the finance department are reviewed and new or expanded revenue sources are examined. Those programs, which are expected to be fully or partially self-supporting, are examined to ensure that they in fact held this status. When it appears that they did not, appropriate recommendations are prepared to correct the situation. New services or programs will be added only when a need has been identified and a funding source developed. The decisions that determine the operating program recommended in the proposed budget are made on the basis of these discussions.

The preliminary budget is then reviewed by the City Council at several meetings. Major goals and objectives and resource constraints are evaluated pertaining to the various activities. A final determination of levels of service of various programs is incorporated into the final budget document. Formal adoption of the budget is generally done at the second regular or special Council meeting in June.

### **Budgeting Methods:**

Various methods have been used to prepare the budget, which is not only balanced, but accurately reflects the expected level of spending.

A review of the projected current year expenditures and current year revenues is part of the budget preparation procedures. The advantages of this system include: (1) the provisions of information necessary to develop more realistic and accurate expenditure projections which make up the proposed appropriation figures in the budget, and (2) the use of revenues from expenditure savings and unanticipated current year revenues to help finance the preliminary budget if needed.

A review of fund balances is made during the budgeting process. In light of volatile revenues and constant changes in tax allocation by the State Legislature, a substantial fund balance in the General Fund is advisable. The preliminary/approved budget, therefore, provides for rather tight activity appropriation based on normal expenditure levels. Specific City Council approval is required for authorization to use reserve funds.

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**Controlling Expenditures:**

While the approved budget establishes appropriation levels, specific procedures for controlling expenditures are also necessary to ensure that day-to-day execution is in compliance with the approved program. The City Manager and finance department are responsible for reviewing all requests for expenditures initiated by designated and requisitioning authorities to determine their compliance with the approved budget.

Some expenditure requirements will occur which, while falling within the total appropriation, will not exactly match object expenditure estimates. In these instances, where need has been adequately demonstrated, an adjustment will be made within the activity budget within a fund. Appropriation changes between funds or exceeding the total fund require Council authorization.

In summary, expenditures will not be approved until it has been determined that (1) adequate funds were appropriated, (2) the expenditure is still necessary, and (3) the funding source is available.

These budget control procedures are important management tools, which we believe allow us to make more effective use of the dollars spent in the total municipal program. As a necessary by-product, these procedures also ensure compliance with statutory finance requirements.

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## **Basis of Accounting and Budgeting, Internal Controls, Long Term Debt and Budgetary Control**

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### **Basis of Accounting**

The City's basic financial statements are prepared in conformity with accounting principles generally accepted (GAAP) in the United States of America. The Governmental Accounting Standards Board is the acknowledged standard setting body for establishing accounting and financial reporting standards followed by governmental entities in the United States of America.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the providers have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period, except for certain grants which are considered available if collected within 7 months after year-end. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Taxes, intergovernmental revenues, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual, and are therefore recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the City.

The Agency funds are reporting only assets and liabilities using the accrual basis of accounting.

### **Basis of Budgeting**

The budgets of governmental funds are prepared on the modified accrual basis of accounting. Budgets for proprietary funds are prepared on a full accrual basis. Revenue estimates are based on resources expected to be earned; expenses are budgeted based on the expected obligations to be incurred. Depreciation expenses are not budgeted.

Budget development and budget adjustments utilize those same revenue and expenditure recognition policies and practices. The City's Comprehensive Annual Financial Report shows governmental fund expenditures on both a GAAP basis and budgetary basis for comparison purposes.

### **Internal Controls**

Management of the City is responsible for establishing and maintaining internal controls designed to ensure that the assets of the government are protected from loss, theft, or misuse and to ensure that adequate accounting data is compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. An adequate internal control structure is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable

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assurance recognizes that: (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the evaluation of costs and benefits requires estimates and judgments by management.

Single Audit - As a recipient of federal, state, and county financial assistance, the city is responsible for ensuring that adequate internal controls are in place to ensure compliance with applicable laws and regulations related to assisted programs. The internal control is subject to periodic evaluation by management and staff of the City. The City of La Puente is required to undergo an annual single audit. A separate single audit report includes the schedule of expenditures of federal awards, auditors' report on the internal control structure, and compliance with applicable laws and regulations.

### **Long Term Debt**

The La Puente Public Financing Authority (Authority) has issued the 2007 Sewer Revenue Bond, \$10,260,000 at 5.17% over 30 years, to fund the sewer construction/maintenance project in November 2007. The bonds are issued to provide funds to (1) construct improvements for the City's municipal sewer enterprise consisting generally of the repair, rehabilitation, and replacement of wastewater collection lines, (2) fund a reserve fund surety bond for the bonds, and (3) pay the costs of issuing the bonds. Should interest rates adequately reduce, the City may consider refinancing the 2007 Sewer Revenue Bond.

The Authority issued a loan in the amount of \$10,000,000, at 4.2% to finance the construction and improvement of a new Community Center and Youth Learning Activity Center and site improvements. This loan was refinanced in 2013 at a 3.2% interest rate, which will save the City \$670,000 over a 16 year period. The City's outstanding general obligation debt should not exceed 15% of the total assessed property value in the City. The City's legal debt limit as of Fiscal Year 2013-2014 was \$269 million.

The City also has one internal long-term debt which was a City loan to the Commission: The City issued a series of loans to CDC in the amount of \$12.2 million as of 6/30/2013. These loans have received a notice of completion from the State Department of Finance, and were approved by the Oversight Board and Department of Finance. The General Fund started to receive repayments including interest on these loans from the Successor Agency.

### **Budgetary Controls**

The City of La Puente maintains budgetary control to ensure compliance with legal provisions embodied in the annual appropriated budget adopted by the City Council. Each year, a proposed budget is submitted to the City Council and a public hearing is conducted to obtain taxpayer comments. The budget is subsequently adopted by the Council through the passage of a resolution. All annual appropriations lapse at year-end. Certain multiyear project appropriations are re-budgeted by the City Council as part of the adoption process of the subsequent year's budget.

The budgetary control is maintained at the departmental activity level. Actual expenditures may not exceed budgeted appropriations at the activity level. The City Manager may authorize all transfers of funds from account to account within any department. Each department of the City represents a separate government unit. Accordingly, each department of the City has been identified as a separate line item in the statement of revenues, expenditures, and changes in fund balances. The City Manager is authorized to make appropriation transfers from one department to another leaving the total of fund appropriation unchanged within the same fund. City Council approves all other amendments to appropriations throughout the year.

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## Description of Funds

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The fund types used by the City are as follows:

### **Governmental Funds**

**General Fund** accounts for the revenues and expenditures used to carry out basic governmental functions of the City such as general government, public safety, transportation, community development, and community services. Revenue is recorded by source (e.g., property taxes, licenses and permits, intergovernmental, charges for service, and fines and forfeitures). General Fund expenditures include the day-to-day operating expenditures, equipment, and capital improvement costs that are not paid through other funds. They are recorded by major functional classification and operating departments. This fund accounts for all financial transactions that are not properly accounted for in another fund.

**Special Revenue Funds** account for the revenues derived from specific revenue sources, which are usually required by law or administrative regulation to be accounted for in separate funds. The Special Revenues Funds are restricted to expenditures for specified purposes.

- Asset Seizure Fund accounts for the revenue received from asset forfeiture fines. This fund is used to support law enforcement and prosecutorial work of the City.
- PEG Access Cable Fund accounts for funds received to develop public, educational, and governmental access to cable television.
- Supplemental Law Enforcement Grant - State COPS Fund accounts for funds received from the State of California under AB 3229 for the purpose of the Citizens Option for Public Safety (COPS) program.
- Office of Traffic Safety Fund accounts for fees collected for the impoundment of vehicles at a La Puente Traffic Offender Program (LAPTOP) check point.
- Edward Byrne Memorial Justice Assistance (JAG) Grant accounts for grants received from the United States Department of Justice for the purpose of reducing crime and improving public safety.
- Gas Tax Fund accounts for gasoline taxes received by the City. These funds are apportioned under the Streets and Highways Code, Sections 2103, 2105, 2106, 2107, and 2107.5 of the State of California. These funds are earmarked for street maintenance, rehabilitation, or improvement of public streets.
- Park Grant Fund accounts for funds received from the County of Los Angeles to be used for the construction and maintenance of the City's Senior Citizen Center and other park and recreation purposes and any other park grants from the State or Federal government.
- Prop 1B Fund accounts for funds received from the State of California for specific transportation programs, such as maintenance and improvement of local transportation facilities.
- Cal Home Grant Fund accounts for the costs for the housing rehab construction loan program which includes construction, asbestos/lead testing, abatement and abatement clearance monitoring.
- Surface Transportation Program Local Grant (STPL) accounts for funds received from the Department of Transportation for specific transportation capital improvement projects.
- Community Development Block and Cal-Home Loan Grants account for funds received from the Department of Housing and Urban Development (HUD). The City receives an entitlement under the Federal grant program and administers its own grant award. The funds are used to revitalize neighborhoods through housing rehabilitation, expand affordable housing and economic

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opportunities, and improve community facilities and services, primarily to benefit low and moderate income families.

- Air Quality Management District Fund accounts for clean air fees collected by the State and distributed by the Southern California Air Quality Management District to cities for clean air project expenditures. This fund is used to fund programs to reduce air pollution from mobile sources such as cars, trucks, and buses.
- Highway Safety Improvement Program (HSIP) Fund accounts for grants received from the Department of Transportation for specific capital improvement projects.
- Measure R Fund accounts for a half-cent sales tax for Los Angeles County that is used to finance new transportation projects and programs, and accelerate many of those already in the capital improvement program.
- Prop A Transportation Fund reflects the financial activity related to the City's share of Proposition A Local Return county sales tax dollars. The fund is restricted to transportation and related expenditures.
- Prop C Transportation Fund accounts for the transportation tax, City's share of Proposition C Local Return of County sales taxes, for transportation programs and related improvements.
- Safe Routes to School (SR2S) accounts for grants received from the Department of Transportation.

**Proprietary Funds**, also known as Enterprise Funds, are used to account for the sewer construction, operation, and maintenance projects. The intent of these funds is to recover costs of the sewer system construction, operation, and maintenance through user charges. Revenues consist of sewer connection fees from new development and sewer service fees from the users. This includes debt service payments for a Sewer Revenue Bond issued in 2007.

- Sewer Construction /Maintenance Fund accounts for sewer fees received from residents through the Los Angeles County property tax system. Annual debt service payments will be paid out these fees.
- 2007 Sewer Revenue Bonds Fund accounts for debt service payments of the 2007 Sewer Revenue Bonds. Annual debt service payments will be transferred in from the Sewer Construction/Maintenance Fund.
- Consolidated Sewer Maintenance District (CSMD) was a new fund which was created in Fiscal Year 2010-11. This fund is to account for the sewer fees received from residents. These fees used to be collected by CSMD prior to the Fiscal Year 2010-11. The fees will pay for operation and maintenance costs of the sewer system in the City.

**Internal Service Fund** is used to account for vehicle/equipment management and information technology (IT), performed internally by the department to the user departments.

- Vehicle/equipment: Costs of materials used and services rendered to the departments are accumulated and then proportionately distributed based on the cost of vehicles used by that department monthly.
- IT: IT services include the citywide computer network and accounting software support. Costs of equipment and services used are accumulated in this fund and proportionately charged back to the used departments based on the number of computers within each department.
- Fleet Maintenance Replacement Fund: Accumulates resources to fund the operations and replacement of City licensed vehicles and motorized equipment.

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## General Information and La Puente Profile

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### **CITY OF LA PUENTE PROFILE: WHERE THE PAST MEETS THE FUTURE**

The City of La Puente is located 20 miles east of downtown Los Angeles in the San Gabriel Valley. The community of La Puente is predominantly residential and home to over 40,000 residents. Commercial land uses are located primarily along major highways/arterials and industrial land uses are less than five percent (5%) of the City's 3.5 square mile land area. Freeway access to the City is readily available from Interstate 10 and the 60 Freeway. The City is a general law city, incorporated on August 1, 1956; however, the history of the community extends back much further. The City's name "La Puente" means the bridge in old Spanish and refers to an early bridge built across the San Jose Creek by members of the Portola-Serra expedition in 1769, as they surveyed the region for Spain. A modernized version of the bridge can be seen in the City's colorful seal.

The community of La Puente began in 1841 when European settlers arrived by wagon train from New Mexico and obtained title to the large 48,000 acre Rancho La Puente. During the 1930's, the area was famous for its fruit and walnut groves. The largest walnut packing plant in the world was located in the City.

The City of La Puente is governed by a five member City Council. The City Council holds its regular meetings every second and fourth Tuesday of the month at 7:00 p.m. in the City Council Chambers at City Hall. In-house programs and functions at City Hall include Administration, City Clerk's Office, Development Services, Public Works, Recreation Services, and Finance. The City operates various facilities to serve the community. These include a Community Center, Youth Learning Activity Center, Senior Center, La Puente Park and Nature Education Center.

#### **City of La Puente Data**

• <b>Incorporated Area</b>	3.5 square miles (1,720 acres)
• <b>Sphere of Influence Area</b>	0.96 square miles (742 acres)
• <b>Population</b>	
2015 estimate	40,680
2014	40,478
▪ <b>Personal Income (Per Capita)</b>	\$15,541
▪ <b>Unemployment Rate</b>	6.8%
• <b>Hispanic/Latino population</b>	88%
• <b>Housing</b>	
Dwelling Units	9,785
Median Value	\$340,000

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**City of La Puente Data**

- **Schools**

- School Facilities in the City of La Puente
  - St. Joseph Elementary School
- Bassett Unified School District Facilities:
  - Bassett Senior High School
- Hacienda/La Puente Unified School District Facilities:
  - Fairgrove Academy School
  - Nelson Elementary School
  - Workman Elementary School
  - Lassalette Middle School
  - Sierra Vista Middle School
  - Sparks Middle School
  - La Puente High School
- Rowland Unified School District Facilities:
  - Hurley Elementary School

- **Principal Employers**

<u>Employer</u>	<u>Number of Employees</u>	<u>Rank</u>
Walmart #3133	800	1
Northgate Supermarkets	120	2
Alert Insulation Co., Inc.	88	3
Bodega Latina Corp	80	4
Food 4 Less #369	75	5
Big Save Foods #112	60	6
Ed Butts Ford	59	7
Traktor, Inc.	50	8
Ross Dress For Less, Inc.	49	9
Merritt's Hardware	43	10
Total	1,424	

- **Park and Landscape Areas**

- Public Park 2
- Sports Field 2 baseball fields, 2 softball field, and 2 Multi-purpose field.

**Data and Information Sources**

City Finance Department – Business License Division, Recreation Services, Public Works & Development Services Department  
 U.S. Census Bureau  
 California Department of Finance  
 Data Quick Information System



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## Revenue Details

### CITY OF LA PUENTE FY 2015-2016 ADOPTED BUDGET REVENUE DETAIL

Account Number	Revenue Source	FY 13-14 Actuals	FY 14-15 Amended Budget	FY 14-15 Estimated Actuals	FY 15-16 Adopted Budget
<b>GENERAL FUND - 11</b>					
<b>Taxes &amp; Assessments</b>					
11-3111	Franchise - Edison Co.	\$ 165,950	\$ 165,900	\$ 165,900	\$ 165,900
11-3112	Franchise - So. Ca. Gas Co.	59,977	60,000	60,000	60,000
11-3113	Franchise - SGV Water Co.	14,963	15,000	15,000	15,000
11-3114	Franchise - Suburban Water	47,712	50,000	50,000	50,000
11-3115	Franchise - Cable/Video	164,081	190,000	190,000	190,000
11-3116	Franchise - Waste	389,822	400,000	400,000	422,600
11-3117	Implementation Fee-AB 939	100,000	100,000	100,000	100,000
11-3120	Franchise - Taxi Cab	-	2,500	2,500	2,500
11-3140	Property Tax	1,195,566	1,177,200	1,139,100	1,152,800
11-3141	Property Tax Administration Fees	(15,669)	(20,000)	(15,700)	(15,800)
11-3145	In-Lieu of VLF Reimbursement	3,613,597	3,613,600	3,798,818	3,981,400
11-3150	Sales and Use Tax	2,070,062	1,909,000	1,973,163	2,235,900
11-3151	Sales and Use Tax In-Lieu	284,710	606,900	612,837	506,300
11-3160	Transient Occupancy Tax	192,100	178,800	178,800	200,000
11-3170	Property Transfer Tax	52,324	50,000	50,000	60,000
11-3190	Business License/Permits	92,207	95,000	95,000	95,000
	<b>Total Taxes &amp; Assessments</b>	<b>\$ 8,427,402</b>	<b>\$ 8,593,900</b>	<b>\$ 8,815,418</b>	<b>\$ 9,221,600</b>
<b>Licenses &amp; Permits</b>					
11-3280	Industrial Waste Permits	\$ 22,823	\$ 18,900	\$ 25,000	\$ 35,000
11-3281	Building & Safety Permits	314,438	260,000	260,000	270,000
11-3283	Special Permit Fees	41,563	38,000	38,000	30,000
11-3284	Animal License Fees	110,305	70,000	70,000	80,000
	<b>Total Licenses and Permits</b>	<b>\$ 489,129</b>	<b>\$ 386,900</b>	<b>\$ 393,000</b>	<b>\$ 415,000</b>
<b>Fines &amp; Forfeitures</b>					
11-3360	Court Fines-Non-Traffic	\$ 82,251	\$ 86,200	\$ 50,000	\$ 55,000
11-3370	Parking Citations	220,559	257,100	150,000	200,000
11-3371	Administrative Penalties	37,119	34,200	10,000	30,000
	<b>Total Fines &amp; Forfeitures</b>	<b>\$ 339,929</b>	<b>\$ 377,500</b>	<b>\$ 210,000</b>	<b>\$ 285,000</b>
<b>Use of Money</b>					
11-3410	Interest on Investments	\$ 203,719	\$ 100,000	\$ 60,000	\$ 60,000
	<b>Total Use of Money</b>	<b>\$ 203,719</b>	<b>\$ 100,000</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>
<b>Intergovernmental</b>					
11-3610	State Grants	\$ 76,144	\$ -	\$ (7,614)	\$ -
11-3620	Federal Grant -Summer Lunch Program.	16,183	16,200	19,300	19,000
11-3630	County Grant	-	-	-	-
11-3650	State Mandated Reimbursements	13,417	-	30,000	30,000
11-3671	Motor Vehicles License Fees	18,395	25,000	25,000	25,000
	<b>Total Intergovernmental</b>	<b>\$ 124,139</b>	<b>\$ 41,200</b>	<b>\$ 66,686</b>	<b>\$ 74,000</b>

**CITY OF LA PUENTE**  
**FY 2015-2016 ADOPTED BUDGET**  
**REVENUE DETAIL**

<b>Account Number</b>	<b>Revenue Source</b>	<b>FY 13-14 Actuals</b>	<b>FY 14-15 Amended Budget</b>	<b>FY 14-15 Estimated Actuals</b>	<b>FY 15-16 Adopted Budget</b>
<b>Charges for Services</b>					
11-3710	Zoning Fees	\$ 16,644	\$ 14,000	\$ 14,000	\$ 14,000
11-3712	Building Plan Check Fees	153,753	140,000	140,000	130,000
11-3715	Public Works Inspection Fees	142,335	125,000	125,000	120,000
11-3716	Engineering Plan Check Fees	4,210	5,000	5,000	3,000
11-3720	Taxable Sales	1,250	1,400	1,400	1,000
11-3730	Repair to Public Property	275	500	-	-
11-3750	Subdivision Fees	3,244	-	-	-
11-3760	Site Plan Review	19,599	30,000	30,000	30,000
11-3763	Emergency Response Program	4,153	1,000	1,000	2,500
11-3764	Vehicle Impound Fees	40,488	30,000	30,000	40,000
11-3765	Dumpster Hauling	-	-	3,500	3,500
11-3766	Foreclosure Registration Fee	1,900	2,000	1,000	1,000
11-3767	Code Enforcement Cost Recovery	504	5,000	5,000	1,000
11-3780	Recreation Program	261,139	265,700	265,700	265,700
11-3782	Senior Center Program	4,399	5,000	5,000	1,000
11-3786	Landscape Maintenance	6,360	6,000	6,000	6,000
11-3787	Passport Program	15,079	12,500	10,000	10,000
11-3788	Telecommunication Lease/Rental	35,709	33,000	33,000	33,000
	<b>Total Charges For Services</b>	<b>\$ 711,041</b>	<b>\$ 676,100</b>	<b>\$ 675,600</b>	<b>\$ 661,700</b>
<b>Other Financing Sources</b>					
11-3840	Sale of Real & Personal Property	\$ -	\$ 1,000	\$ -	\$ -
11-3865	Successor Agency Reimbursement	98,483	15,000	195,000	179,500
11-3880	Miscellaneous	(138,813)	-	-	-
11-3999	Transfers in from Other Funds	618,840	655,300	511,395	625,600
	<b>Total Other Financing Sources</b>	<b>\$ 578,510</b>	<b>\$ 671,300</b>	<b>\$ 706,395</b>	<b>\$ 805,100</b>
	<b>Total General Fund</b>	<b>\$ 10,873,869</b>	<b>\$ 10,846,900</b>	<b>\$ 10,927,099</b>	<b>\$ 11,522,400</b>
<b>Special Revenue Funds</b>					
<b>Traffic Safety</b>					
22-3350	Traffic Fines-Moving Violations	\$ -	\$ -	\$ -	\$ -
22-3410	Interest On Investments	16	-	-	-
	<b>Total Traffic Safety</b>	<b>\$ 16</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Asset Seizure</b>					
23-3380	Forfeiture - Department of Justice	\$ 3,301	\$ -	\$ -	\$ -
23-3410	Interest on Investments	55	100	100	100
	<b>Total Asset Seizure</b>	<b>\$ 3,356</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>
<b>PEG Access</b>					
24-3115	Cable PEG Access	\$ 24,979	\$ 20,000	\$ 20,000	\$ 20,000
24-3410	Interest on Investments	505	200	200	800
	<b>Total PEG Access</b>	<b>\$ 25,484</b>	<b>\$ 20,200</b>	<b>\$ 20,200</b>	<b>\$ 20,800</b>

**CITY OF LA PUENTE**  
**FY 2015-2016 ADOPTED BUDGET**  
**REVENUE DETAIL**

Account Number	Revenue Source	FY 13-14 Actuals	FY 14-15 Amended Budget	FY 14-15 Estimated Actuals	FY 15-16 Adopted Budget
<b>Supplemental Law Enforcement</b>					
25-3410	Interest on Investments	\$ 187	\$ 200	\$ 200	\$ 200
25-3660	Citizen's Option Public Funds	100,000	100,000	100,000	100,000
	<b>Total Supplemental Law Enforcement</b>	<b>\$ 100,187</b>	<b>\$ 100,200</b>	<b>\$ 100,200</b>	<b>\$ 100,200</b>
<b>Office of Traffic Safety</b>					
27-3611	State Grant-DUI Checkpoint	\$ -	\$ -	\$ -	\$ -
27-3410	Interest on Investments	107	100	100	100
	<b>Total Office of Traffic Safety</b>	<b>\$ 107</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>
<b>JAG Grant</b>					
28-3410	Interest on Investments	\$ -	\$ -	\$ -	\$ -
28-3630	JAG Grant	15,776	20,500	20,500	12,100
	<b>Total JAG Grant</b>	<b>\$ 15,776</b>	<b>\$ 20,500</b>	<b>\$ 20,500</b>	<b>\$ 12,100</b>
<b>State Gas Tax</b>					
32-3410	Interest on Investments	\$ 1,305	\$ 1,000	\$ 1,000	\$ 8,000
32-3560	Gas Tax-2107	308,400	256,000	361,606	340,400
32-3561	Gas Tax-2106	136,179	166,900	147,010	132,500
32-3562	Gas Tax-2107.5	4,600	6,000	6,000	6,000
32-3563	Gas Tax-2105	288,745	208,300	264,786	247,700
32-3564	Street & Highway 2103	590,978	453,300	580,604	215,100
32-3880	Miscellaneous	-	-	-	-
	<b>Total State Gas Tax</b>	<b>\$ 1,330,207</b>	<b>\$ 1,091,500</b>	<b>\$ 1,361,006</b>	<b>\$ 949,700</b>
<b>County Aid to Cities</b>					
34-3611	State Grant	\$ -	\$ 250,000	\$ 125,000	\$ -
	<b>Total County Aid to Cities</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 125,000</b>	<b>\$ -</b>
<b>County Park Act</b>					
36-3610	Rivers & Mountains Conservancy	\$ 478,839	\$ -	\$ -	\$ -
36-3630	County Grant (Nature Center)	150,000	-	-	-
	<b>Total County Park Act Fund</b>	<b>\$ 628,839</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Prop 1B</b>					
37-3410	Interest on Investments	\$ 422	\$ -	\$ 100	\$ -
	<b>Total Prop 1B</b>	<b>\$ 422</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ -</b>
<b>Cal Home Grant</b>					
38-3410	Interest on Investments	\$ 1,894	\$ 100	\$ 100	\$ 200
38-3610	State Grants	-	-	-	-
38-3690	Cal-Home Loans	-	-	-	120,000
38-3860	Program Income	153,079	226,700	113,240	-
	<b>Total Cal Home Grant</b>	<b>\$ 154,973</b>	<b>\$ 226,800</b>	<b>\$ 113,340</b>	<b>\$ 120,200</b>

**CITY OF LA PUENTE  
FY 2015-2016 ADOPTED BUDGET  
REVENUE DETAIL**

Account Number	Revenue Source	FY 13-14 Actuals	FY 14-15 Amended Budget	FY 14-15 Estimated Actuals	FY 15-16 Adopted Budget
<b>Bike &amp; Pedestrian</b>					
39-3410	Interest on Investments	\$ 59	\$ -	\$ -	\$ -
39-3680	TDA SB 821 Allocation	\$ 75,500	\$ 9,000	\$ 26,553	\$ 30,000
	<b>Total Bike &amp; Pedestrian</b>	<b>\$ 75,559</b>	<b>\$ 9,000</b>	<b>\$ 26,553</b>	<b>\$ 30,000</b>
<b>STPL Grant</b>					
40-3683	STPL	\$ -	\$ 533,000	\$ -	\$ 634,000
	<b>Total STPL Grant</b>	<b>\$ -</b>	<b>\$ 533,000</b>	<b>\$ -</b>	<b>\$ 634,000</b>
<b>Community Development Block Grant</b>					
41-3410	Interest on Investments	\$ -	\$ -	\$ 100	\$ -
41-3690	CDBG Revenue	407,939	471,400	248,786	635,600
41-3860	Program Income	(12,372)	-	20,000	-
	<b>Total Community Development Block Grant</b>	<b>\$ 395,567</b>	<b>\$ 471,400</b>	<b>\$ 268,886</b>	<b>\$ 635,600</b>
<b>Air Quality Improvement District</b>					
42-3410	Interest on Investments	\$ 1,525	\$ 800	\$ 800	\$ 1,500
42-3500	Vehicle Registration Fees	49,780	53,000	53,000	50,000
42-3501	Clean Transportation Grant	-	110,000	110,000	-
42-3840	Sale of Real & Personal Property	-	-	-	-
	<b>Total Air Quality Improvement District</b>	<b>\$ 51,305</b>	<b>\$ 163,800</b>	<b>\$ 163,800</b>	<b>\$ 51,500</b>
<b>Miscellaneous Grant</b>					
43-3625	Foothill Transit Grant	\$ -	\$ -	\$ -	\$ 35,000
	<b>Total Miscellaneous Grant</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,000</b>
<b>HSIP Grant</b>					
45-3621	HSIP	\$ -	\$ 1,003,000	\$ 130,000	\$ 873,000
	<b>Total HSIP Grant</b>	<b>\$ -</b>	<b>\$ 1,003,000</b>	<b>\$ 130,000</b>	<b>\$ 873,000</b>
<b>Measure R</b>					
47-3410	Interest on Investments	\$ 4,596	\$ 1,800	\$ 1,800	\$ 2,000
47-3680	Measure R Allocations	422,574	425,800	426,000	428,000
	<b>Total Measure R</b>	<b>\$ 427,170</b>	<b>\$ 427,600</b>	<b>\$ 427,800</b>	<b>\$ 430,000</b>
<b>Proposition A</b>					
48-3410	Interest on Investments	\$ 4,503	\$ 1,500	\$ 1,500	\$ 2,000
48-3680	Proposition A Transportation	682,639	687,200	687,200	688,000
48-3681	Transit Bus Pass Revenue	142,871	135,000	135,000	150,000
48-3682	Shuttle Fares	53,972	46,200	46,200	50,000
48-3683	Dial-A-Ride Fares	587	500	400	400
48-3999	Transfer In from Other Funds	-	-	-	-
	<b>Total Proposition A</b>	<b>\$ 884,572</b>	<b>\$ 870,400</b>	<b>\$ 870,300</b>	<b>\$ 890,400</b>
<b>Proposition C</b>					
49-3410	Interest on Investments	\$ 6,386	\$ 4,000	\$ 1,000	\$ 2,000
49-3680	Proposition C Transportation	568,608	573,200	584,209	584,200
	<b>Total Proposition C</b>	<b>\$ 574,994</b>	<b>\$ 577,200</b>	<b>\$ 585,209</b>	<b>\$ 586,200</b>

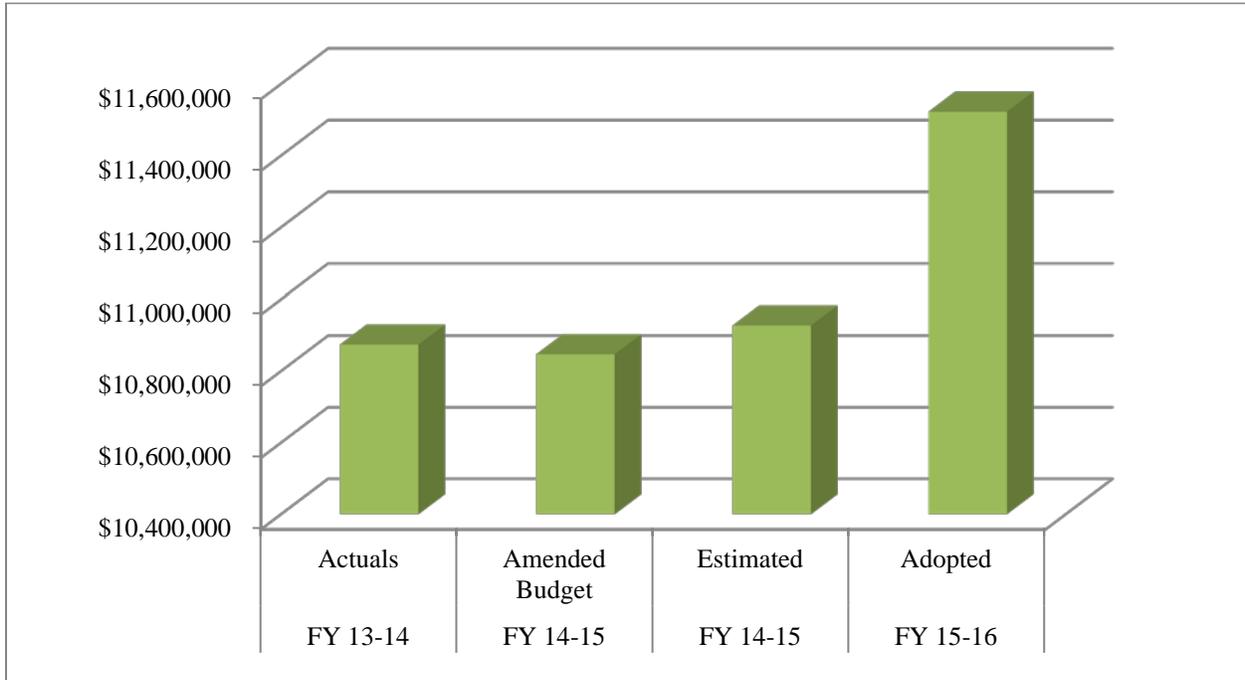
**CITY OF LA PUENTE**  
**FY 2015-2016 ADOPTED BUDGET**  
**REVENUE DETAIL**

Account Number	Revenue Source	FY 13-14 Actuals	FY 14-15 Amended Budget	FY 14-15 Estimated Actuals	FY 15-16 Adopted Budget
<b>Safe Routes To School</b>					
71-3620	Safe Routes to School Grant	\$ -	\$ 339,700	\$ 340,183	\$ -
	<b>Total Safe Routes To School</b>	<b>\$ -</b>	<b>\$ 339,700</b>	<b>\$ 340,183</b>	<b>\$ -</b>
	<b>Total Special Revenue Funds</b>	<b>\$ 4,668,534</b>	<b>\$ 6,104,500</b>	<b>\$ 4,553,277</b>	<b>\$ 5,368,900</b>
<b><u>PROPRIETARY FUNDS</u></b>					
<b>Sewer Construction/Maintenance</b>					
50-3410	Interest on Investments	\$ 10,434	\$ 3,100	\$ 3,100	\$ 8,000
50-3788	Sewer Impact Fee	77,665	-	-	-
50-3789	Sewer Maintenance Fee	839,280	875,000	875,000	875,000
	<b>Total Sewer Construction/Maint. Fund:</b>	<b>\$ 927,379</b>	<b>\$ 878,100</b>	<b>\$ 878,100</b>	<b>\$ 883,000</b>
<b>2007 Sewer Revenue Bond</b>					
52-3410	Interest on Investments	\$ 2,004	\$ 4,000	\$ 4,000	\$ 3,000
52-3999	Transfers in - Sewer Fund	637,199	643,000	639,000	641,000
	<b>Total 2007 Sewer Revenue Bond Fund:</b>	<b>\$ 639,203</b>	<b>\$ 647,000</b>	<b>\$ 643,000</b>	<b>\$ 644,000</b>
<b>CSMD</b>					
54-3410	Interest on Investments	\$ 7,763	\$ 2,700	\$ 14,000	\$ 14,000
54-3789	Sewer Maintenance Fee	430,201	426,600	440,000	440,000
	<b>Total CSMD Fund</b>	<b>\$ 437,964</b>	<b>\$ 429,300</b>	<b>\$ 454,000</b>	<b>\$ 454,000</b>
<b>Equipment Replacement</b>					
61-3410	Interest on Investments	\$ 230	\$ 500	\$ 500	\$ 600
61-3840	Sale of Real & Personal Property	9,335	-	-	-
61-3997	Fixed Asset Contributed Capital	17,668	-	-	-
61-3998	Equipment Replacement Charges	94,432	172,000	190,226	182,200
	<b>Total Equipment Replacement Fund:</b>	<b>\$ 121,665</b>	<b>\$ 172,500</b>	<b>\$ 190,726</b>	<b>\$ 182,800</b>
<b>Vehicle Equipment Replacement</b>					
62-3410	Interest on Investments	\$ -	\$ -	\$ -	\$ 200
62-3998	Vehicle Equipment Replacement Charges	-	445,500	81,646	102,000
	<b>Total Vehicle Equipment Replacement Fund:</b>	<b>\$ -</b>	<b>\$ 445,500</b>	<b>\$ 81,646</b>	<b>\$ 102,200</b>
	<b>Total Proprietary Funds</b>	<b>\$ 2,126,211</b>	<b>\$ 2,572,400</b>	<b>\$ 2,247,472</b>	<b>\$ 2,266,000</b>
<b>Successor Agency</b>					
70-3675	RPTTF Distributions	\$ 624,221	\$ 322,984	\$ 519,719	\$ 601,000
	<b>Total Successor Agency</b>	<b>\$ 624,221</b>	<b>\$ 322,984</b>	<b>\$ 519,719</b>	<b>\$ 601,000</b>
	<b>Total City</b>	<b>\$ 18,292,835</b>	<b>\$ 19,846,784</b>	<b>\$ 18,247,567</b>	<b>\$ 19,758,300</b>

## Description of Revenues

### GENERAL FUND

The General Fund revenues are used to carry out services provided by various departments including the City Council, Administration, City Clerk, Administrative Services, Development Services, Public Safety Services and Recreation Services.



	FY 13-14 Actuals	FY 14-15 Amended Budget	FY 14-15 Estimated	FY 15-16 Adopted
General Fund Revenues	\$ 10,873,869	\$ 10,846,900	\$ 10,927,099	\$ 11,522,400
	<u>\$ 10,873,869</u>	<u>\$ 10,846,900</u>	<u>\$ 10,927,099</u>	<u>\$ 11,522,400</u>

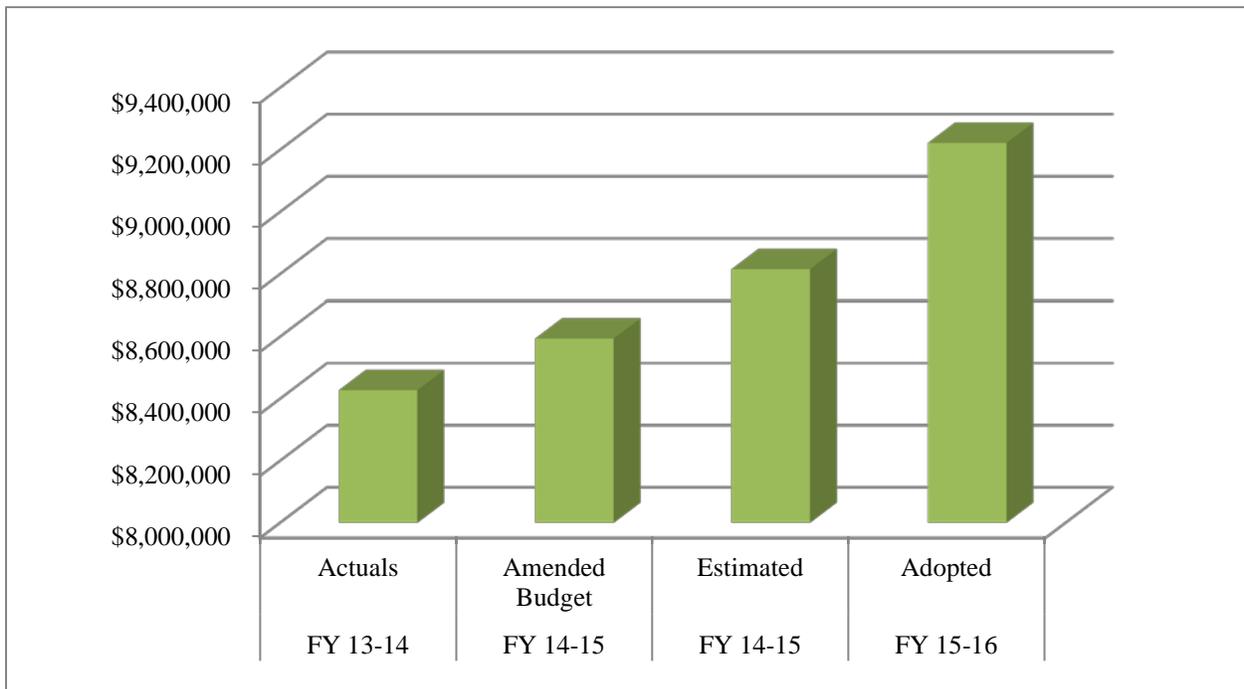
The FY 2015/16 adopted budget of \$11,492,400 reflects an increase of \$675,500 from the FY 2014/15 amended budget. The increase is mainly from sales taxes, property taxes due to sales and property tax increases.

The General Fund revenues consist of the following sources:

- Taxes
- Licenses and Permits
- Intergovernmental
- Charges for Services
- Fines and Forfeitures
- Use of Money
- Other Revenues
- Other Financing Sources

## Taxes

Taxes consist of charges levied by a government to finance services performed for the general public. Overall, there is an increase in the amount of \$627,700 in the amount of projected taxes collected.



	FY 13-14 Actuals	FY 14-15 Amended Budget	FY 14-15 Estimated	FY 15-16 Adopted
Property Taxes	\$ 4,793,494	\$ 4,770,800	\$ 4,922,218	\$ 5,118,400
Sales & Use Tax	2,354,772	2,515,900	2,586,000	2,742,200
Other Taxes	1,279,136	1,307,200	1,307,200	1,361,000
	<u>\$ 8,427,402</u>	<u>\$ 8,593,900</u>	<u>\$ 8,815,418</u>	<u>\$ 9,221,600</u>

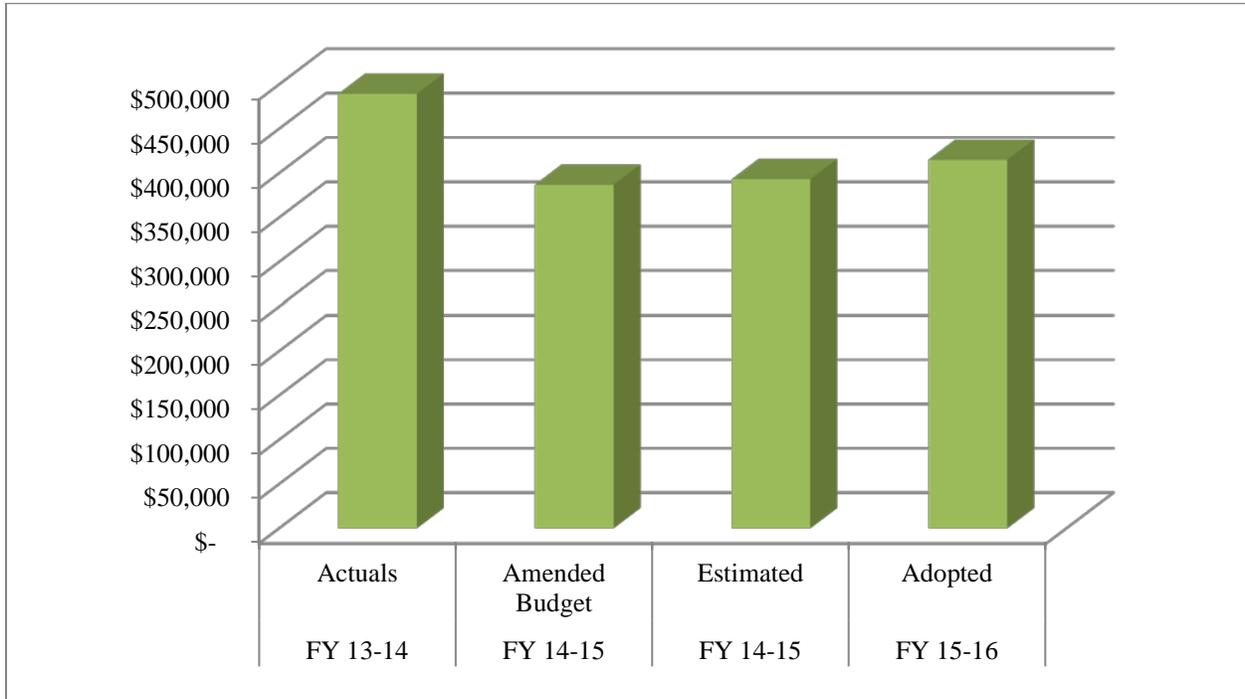
### Major Categories of Taxes:

- Property Taxes- Collected by the counties and allocated according to State Law among cities. Based on 1% of the assessed value of all real and tangible property located within the City. This includes In-lieu of VLF reimbursements. An increase of \$347,600 is projected for FY 2015/16.
- Sales and Use Tax- The City receives 1% of the sales tax charged for all retail sale transactions within the City. It is anticipated that Sales Tax revenues will increase by \$226,300 in FY 2015/16. This is largely due to new business locating in the community.
- Other Taxes
  - Transient Occupancy - Tax imposed on hotel guests at the rate of 10%. Currently, the City is collecting from five Inns and one motel. We anticipate an increase of nearly \$21,200 in the upcoming year due to greater than expected collections in FY 2014/15.
  - Property Transfer - Tax collected upon the sale of property within the City. It is anticipated that property transfer tax will decrease in the upcoming year by \$24,400. This is due to lower than anticipated collections in the current year.

- Business License - Annual fee charged to all businesses open within the City. Business license fees are projected to be flat for the 2015/16 fiscal year.
- Franchise - Tax imposed on cable television, electric utilities, gas utilities, refuse and other miscellaneous exclusive franchises. We anticipate a slight increase in this category in the upcoming year.

Licenses and Permits

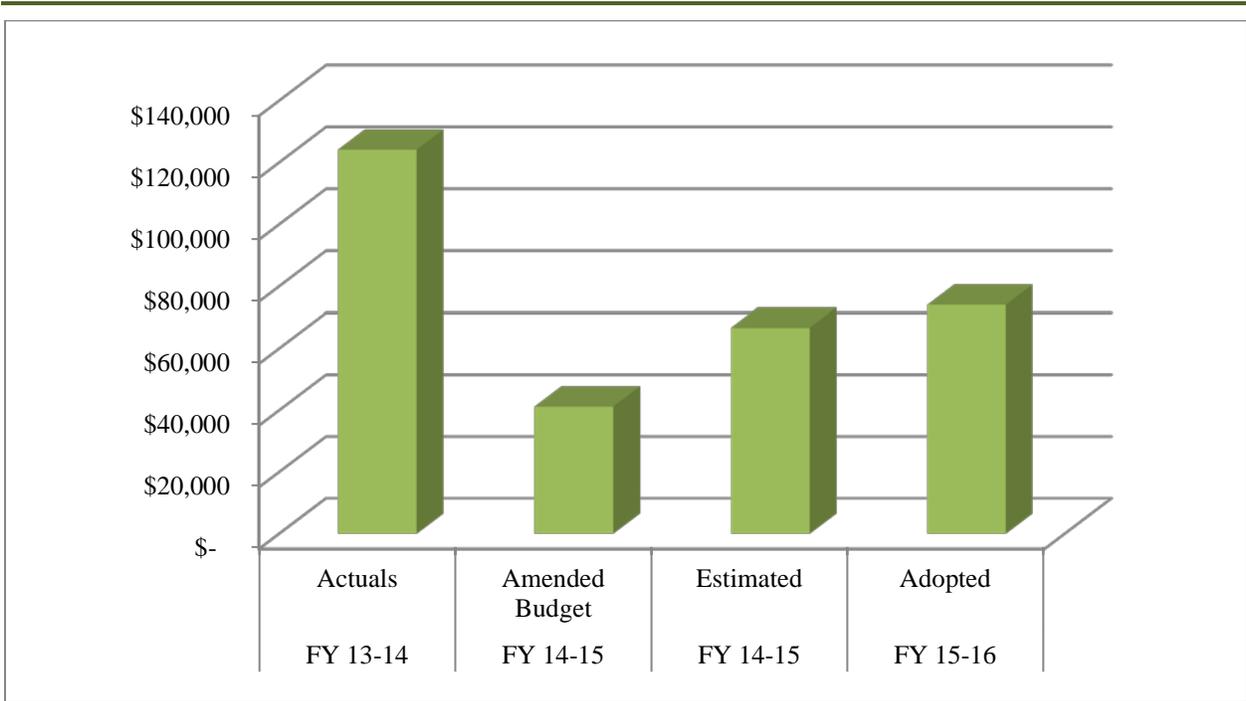
This revenue source mainly consists of permits such as industrial waste permits, building & safety permits, grading & street permits and special permits. Overall, an increase of \$28,100 is anticipated for FY 2015/16.



	FY 13-14 Actuals	FY 14-15 Amended Budget	FY 14-15 Estimated	FY 15-16 Adopted
Industrial Waste	\$ 22,823	\$ 18,900	\$ 25,000	\$ 35,000
Building & Safety	314,438	260,000	260,000	270,000
Special Permits	41,563	38,000	38,000	30,000
Animal License Fees	110,305	70,000	70,000	80,000
	<u>\$ 489,129</u>	<u>\$ 386,900</u>	<u>\$ 393,000</u>	<u>\$ 415,000</u>

Intergovernmental

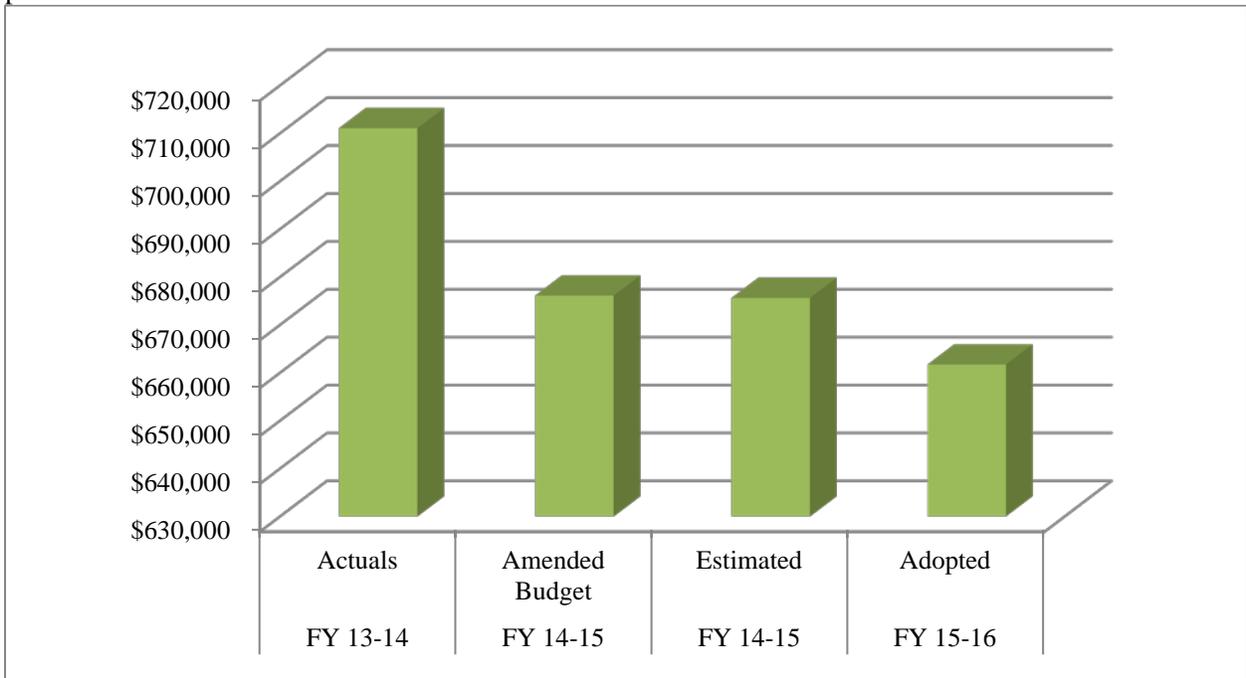
The City receives various grants from Federal, State and County agencies. This includes programs such as the Summer Lunch Program, State Mandated Cost Reimbursement, Used Oil Block grant and Beverage/Containers grant to be used towards waste and recycling costs. During FY 2014/15, state mandated cost reimbursements were reinstated by the Governor of the State of California, which accounts for the increase in the intergovernmental area. These reimbursements had been suspended for several years.



	FY 13-14 Actuals	FY 14-15 Amended Budget	FY 14-15 Estimated	FY 15-16 Adopted
Federal, State & County	\$ 105,744	\$ 16,200	\$ 41,686	\$ 49,000
Motor Vehicle License Fee	18,395	25,000	25,000	25,000
	<u>\$ 124,139</u>	<u>\$ 41,200</u>	<u>\$ 66,686</u>	<u>\$ 74,000</u>

Charges for Services

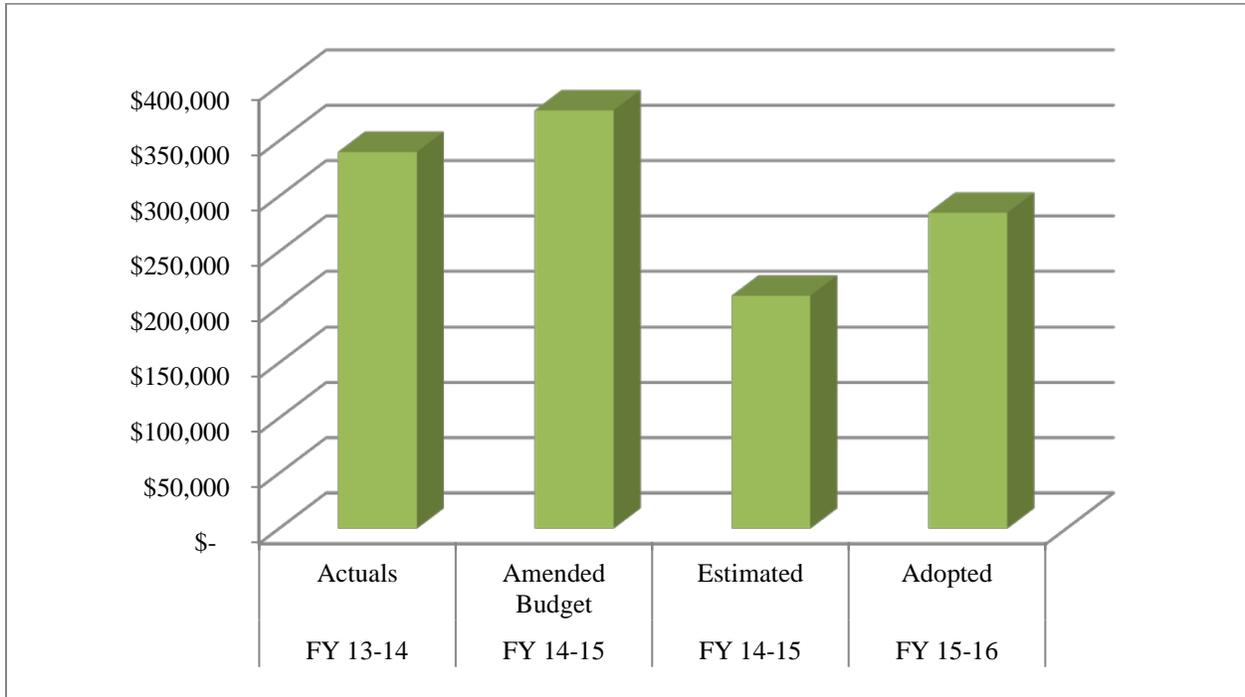
The City provides various services to the public such as zoning, building plan check, public works inspection, site plan review, recreation programs, passport program and other services provided to the public.



	FY 13-14 Actuals	FY 14-15 Amended Budget	FY 14-15 Estimated	FY 15-16 Adopted
Charges for Services	\$ 711,041	\$ 676,100	\$ 675,600	\$ 661,700
	<u>\$ 711,041</u>	<u>\$ 676,100</u>	<u>\$ 675,600</u>	<u>\$ 661,700</u>

Fines and Forfeitures

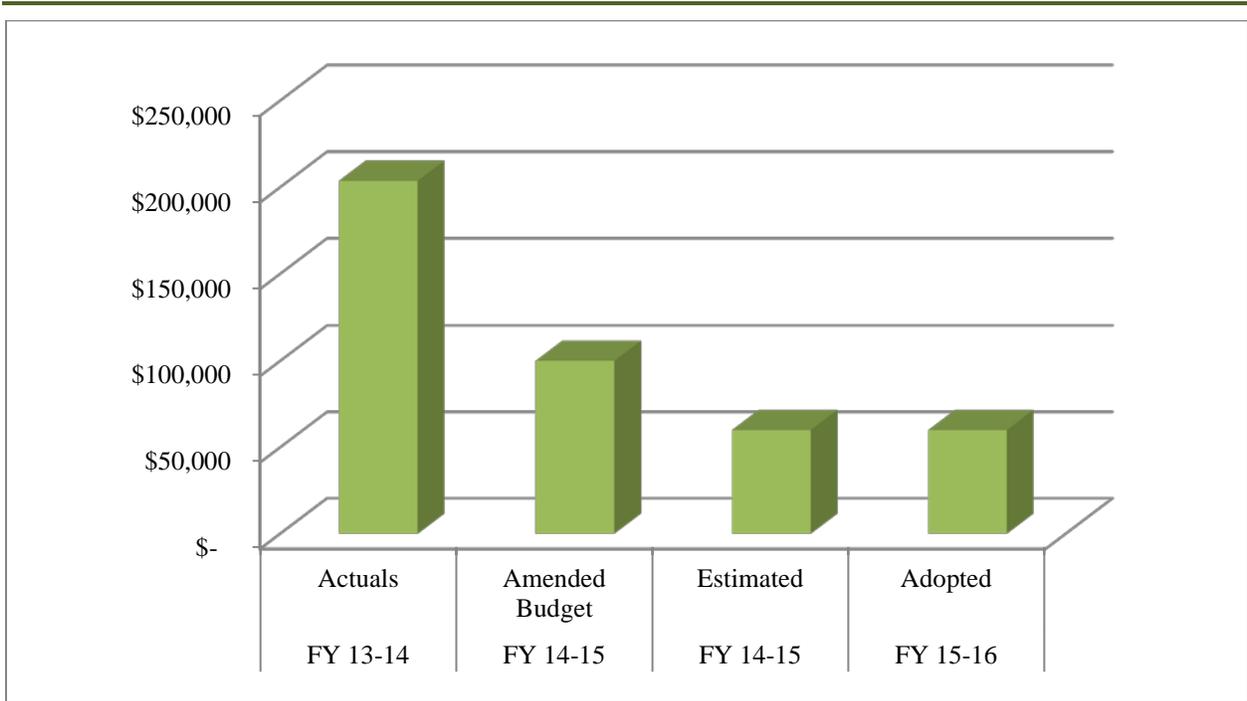
This revenue source includes payments collected for parking citations, non-traffic related court fines and administrative citations.



	FY 13-14 Actuals	FY 14-15 Amended Budget	FY 14-15 Estimated	FY 15-16 Adopted
Court Fines	\$ 82,251	\$ 86,200	\$ 50,000	\$ 55,000
Parking Citations	220,559	257,100	150,000	200,000
Administrative Citations	<u>37,119</u>	<u>34,200</u>	<u>10,000</u>	<u>30,000</u>
	<u>\$ 339,929</u>	<u>\$ 377,500</u>	<u>\$ 210,000</u>	<u>\$ 285,000</u>

Investment Income

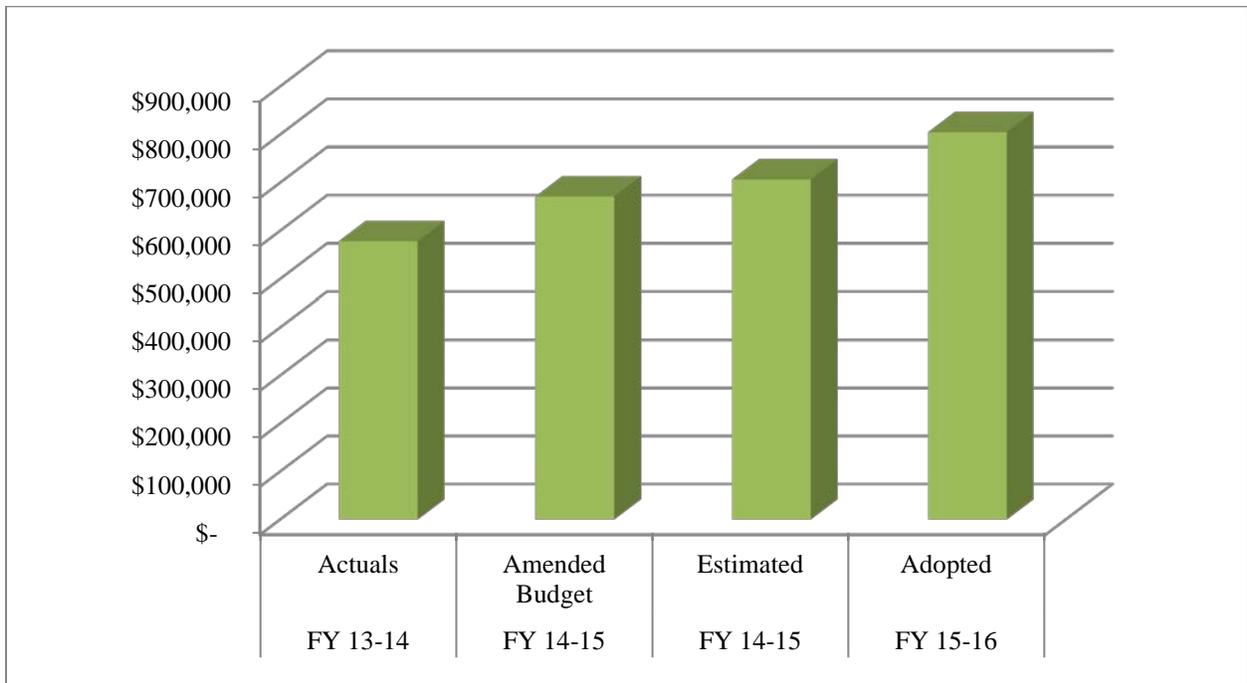
The City participates in the Local Agency Investment Fund along with purchasing a combination of short and long term investments as authorized in the City's investment policy.



	FY 13-14 Actuals	FY 14-15 Amended Budget	FY 14-15 Estimated	FY 15-16 Adopted
Investment Income	\$ 203,719	\$ 100,000	\$ 60,000	\$ 60,000
	<u>\$ 203,719</u>	<u>\$ 100,000</u>	<u>\$ 60,000</u>	<u>\$ 60,000</u>

Other Financing Sources

This includes transfers in from various funds such as Supplemental Law Enforcement Fund, Measure R, Prop C and the Sewer Construction/Maintenance Fund and the CSMD Fund.



	FY 13-14 Actuals	FY 14-15 Amended Budget	FY 14-15 Estimated	FY 15-16 Adopted
Other Revenue	\$ 578,510	\$ 671,300	\$ 706,395	\$ 805,100
	\$ 578,510	\$ 671,300	\$ 706,395	\$ 805,100

### **SPECIAL REVENUE FUNDS**

Special revenue funds account for the revenues derived from specific revenue sources, which are usually required by law or administrative regulation to be accounted for in separate funds. The special revenue funds are restricted to expenditures for specified purposes.

- Public Safety Grants – Provides for part of the costs to L.A. County Sheriff’s contract for public safety services. This includes various grants from Traffic Safety Fund, Asset Seizure Fund, Supplemental Law Enforcement Fund, Local Law Enforcement Fund, Office of Traffic Safety Fund and Justice Assistant Grant Fund. Other grants received in the past provided funding for programs such as “DUI Checkpoint” and “Click it or Ticket” CIOT which promotes seatbelt enforcements.
- PEG Access – Provides for development of public, educational, and governmental access thru cable television.
- Gas Tax – Provides for street or road purposes, engineering costs and administrative expenses.
- Park Grants – Provides for costs of construction and maintenance of the City Park through various grants from Federal, State or County agencies.
- Cal-Home – Provides for revitalization of neighborhoods through housing rehabilitation, primarily to benefit low and moderate income families.
- Transportation Grants – Provides mostly for street improvements, traffic improvements, handicapped ramp installations and other street related capital improvement projects. This includes grants awarded from Bicycle and Pedestrian Funds (TDA Article 3), Surface Transportation Program (Local) STP-L, HSIP, Hazard Elimination Safety Program (HES) and Safe Routes to School Grant.
- CDBG – The Community Development Block Grant (CDBG) Program was initiated by the U. S. Congress in 1974 as part of the Housing and Community Development Act funded directly by the federal government’s Department of Housing and Urban Development (HUD) for the development of viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low- and moderate-income. This is strictly a reimbursement type grant; therefore, the amount spent is the amount to be received.
- AQMD – A motor vehicle registration fee surcharge of \$6 per vehicle is collected by the Department of Motor vehicles, of which 40% is distributed to local governments. Provides for implementation of programs that reduce air pollution from motor vehicles, to meet requirements of federal and state Clean Air Acts and for implementation of motor vehicle measures in the Air Quality Management Plan (AQMP). This program is administered by the South Coast Air Quality Management District (AQMD)..
- MTA – Measure R – A half-cent sales tax for Los Angeles County to finance new transportation projects and programs, and accelerate those already in the county plan. The tax took effect July 2009.
- MTA - Prop A – One-half cent sales tax measure approved in 1980 by Los Angeles County voters to finance a countrywide transit development program. Programs include developing and/or improving local public transit, Para transit and related transportation infrastructure of which 25% of tax revenues are earmarked for. Other revenue sources include interests on investments, sales from transit bus

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pass, shuttle fares and Dial-A-Ride services. This program is administered by Metropolitan Transportation Authority (MTA).

- MTA - Prop C – One-half cent sales tax measures approved in 1990 by Los Angeles County voters to finance a countrywide transit development program. Programs include developing and/or improving local public transit, Para transit and related transportation infrastructure of which 20% of tax revenues are earmarked for. Other revenue source includes interests on investments. This program is administered by MTA.

### **ENTERPRISE FUNDS**

Enterprise Funds are used to account for the sewer service charge exclusively for the operation, maintenance and capital costs of the City’s sewer system. An ordinance was adopted on August 8<sup>th</sup>, 2006 to collect sewer service fees on parcels within the City. The annual amount charged for sewer service to each parcel is based on flow and strength studies prepared by Los Angeles County Sanitation District which determines the hydraulic loading and strength characteristics of each customer class. Sewer rate fees have remained the same since the adoption of this fee. On March 10, 2009, the City Council adopted Resolution No. 09-4784, pursuant to Section 5853 of the Streets and Highways Code, to withdraw from the Consolidated Sewer Maintenance District of the County of Los Angeles (“CSMD”) and undertake the operation and maintenance of the City’s sewer system beginning July 1, 2010.

### **INTERNAL SERVICE FUNDS**

Internal Service Funds are used to account for services relating to management of vehicles and equipment maintenance and citywide computer network and information system supports performed internally by the Information Technology (I.T.) department to other departments. Other than the interest earned on investments, it is basically a chargeback to various departments based on the actual usage and costs associated with vehicle and equipment services relating to the I.T. and vehicle departments.



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## Budgeted Expenditures by Fund

### City of La Puente Budgeted Expenditure By Fund Fiscal Year 2015-2016 Adopted Budget

Dept	Fund	Description	2013-2014	2014-2015	2014-2015	2015-2016
			Actual	Amended Budget	Estimated	Adopted Budget
<b>GENERAL FUND</b>						
4110	11	City Council	\$ 202,424	\$ 226,100	\$ 227,450	\$ 251,100
4120	11	City Clerk	321,764	243,600	243,182	347,200
4130	11	Human Resources/Risk Management	1,334,245	454,300	455,468	473,600
4140	11	Administration	575,138	524,200	542,207	703,600
4160	11	Financial Services	556,410	496,300	564,541	750,000
4180	11	General Services	484,397	204,200	200,100	205,800
4210	11	Public Safety Services	4,969,958	5,013,300	5,011,300	5,150,500
4220	11	Emergency Preparedness Services	11,402	25,400	21,900	17,600
4410	11	Planning/Zoning Services	153,144	186,000	177,000	175,300
4420	11	Housing/Community Services	30,190	23,900	24,300	26,200
4450	11	Community Promotion Services	54,492	56,600	56,600	66,100
4460	11	Engineering/Bldg. & Safety Services	251,293	264,400	264,400	204,700
4465	11	Engineering Services	149,134	117,400	108,100	110,000
4470	11	Code Enforcement	702,368	426,300	357,900	428,700
4540	11	Waste Management Services	7,567	23,900	12,900	12,400
4610	11	Park/Maintenance Services	394,864	400,100	366,400	375,200
4620	11	Recreation Center	1,066,197	1,043,100	1,083,400	1,114,700
4621	11	Youth Learning Activity Center	709,298	670,400	668,200	678,300
4622	11	Nature Education Center	-	-	-	-
4630	11	Senior Center	105,717	137,200	137,800	150,000
4940	11	Benefits	291,586	283,000	261,500	279,400
4950	11	Non-Departmental	101,713	100,000	-	2,000
<b>Total General Fund</b>			<b>\$ 12,473,301</b>	<b>\$ 10,919,700</b>	<b>\$ 10,784,648</b>	<b>\$ 11,522,400</b>
<b>ASSET SEIZURE FUND</b>						
4210	23	Public Safety Services	\$ 8,132	\$ 6,200	\$ 2,400	\$ 6,200
<b>Total Asset Seizure Fund</b>			<b>\$ 8,132</b>	<b>\$ 6,200</b>	<b>\$ 2,400</b>	<b>\$ 6,200</b>
<b>PEG ACCESS FUND</b>						
4170	24	City Clerk	\$ 6,605	\$ 74,800	\$ 73,170	\$ 40,000
<b>Total Peg Access Fund</b>			<b>\$ 6,605</b>	<b>\$ 74,800</b>	<b>\$ 73,170</b>	<b>\$ 40,000</b>
<b>SUPPLEMENTAL LAW ENFORCEMENT FUND</b>						
4210	25	Public Safety Services	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000
<b>Total Supplemental Law Enf Fund</b>			<b>\$ 200,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
<b>JAG GRANT FUND</b>						
4210	28	Public Safety Services	\$ 11,230	\$ 20,500	\$ 20,000	\$ 12,100
<b>Total Escrow Fund</b>			<b>\$ 11,230</b>	<b>\$ 20,500</b>	<b>\$ 20,000</b>	<b>\$ 12,100</b>
<b>STATE GAS TAX FUND</b>						
4330	32	State Gas Tax Fund	\$ 947,110	\$ 963,600	\$ 792,500	\$ 951,500
<b>Total State Gas Tax</b>			<b>\$ 947,110</b>	<b>\$ 963,600</b>	<b>\$ 792,500</b>	<b>\$ 951,500</b>
<b>CAL HOME LOANS</b>						
4425	38	Housing/Community Services	\$ 30,190	\$ 23,900	\$ 24,300	\$ 294,600
<b>Total Cal Home Loans</b>			<b>\$ 30,190</b>	<b>\$ 23,900</b>	<b>\$ 24,300</b>	<b>\$ 294,600</b>

## Budgeted Expenditures by Fund

City of La Puente  
Budgeted Expenditure By Fund  
Fiscal Year 2015-2016 Adopted Budget

Dept	Fund	Description	2013-2014 Actual	2014-2015 Amended Budget	2014-2015 Estimated	2015-2016 Adopted Budget
<b>CDBG PROGRAM FUND</b>						
4430	41	Housing/Community Services	\$ 147,314	\$ 471,400	\$ 245,586	\$ 390,100
<b>Total CDBG</b>			<b>\$ 147,314</b>	<b>\$ 471,400</b>	<b>\$ 245,586</b>	<b>\$ 390,100</b>
<b>AIR QUALITY IMPROVEMENT FUND</b>						
4850	42	Vehicle Charges	\$ 112,158	\$ 390,000	\$ 390,000	\$ -
<b>Total AQMD</b>			<b>\$ 112,158</b>	<b>\$ 390,000</b>	<b>\$ 390,000</b>	<b>\$ -</b>
<b>MEASURE R FUND</b>						
4390	47	Measure "R" Fund	\$ 10,630	\$ 21,700	\$ 20,200	\$ 24,100
<b>Total Measure "R"</b>			<b>\$ 10,630</b>	<b>\$ 21,700</b>	<b>\$ 20,200</b>	<b>\$ 24,100</b>
<b>PROP A FUND</b>						
4392	48	Prop "A" Fund	\$ 798,201	\$ 880,900	\$ 864,900	\$ 920,300
<b>Total Prop A</b>			<b>\$ 798,201</b>	<b>\$ 880,900</b>	<b>\$ 864,900</b>	<b>\$ 920,300</b>
<b>PROP C FUND</b>						
4394	49	Prop C	\$ 481	\$ 17,300	\$ 16,938	\$ 27,800
<b>Total Prop C</b>			<b>\$ 481</b>	<b>\$ 17,300</b>	<b>\$ 16,938</b>	<b>\$ 27,800</b>
<b>SEWER MAINTENANCE FUND</b>						
4710	50	Sewer Maintenance Services	\$ 768,793	\$ 763,600	\$ 751,450	\$ 843,200
<b>Total Sewer Maintenance Fund</b>			<b>\$ 768,793</b>	<b>\$ 763,600</b>	<b>\$ 751,450</b>	<b>\$ 843,200</b>
<b>2007 SEWER REVENUE BOND FUND</b>						
4720	52	Sewer Revenue Bond	\$ 566,103	\$ 643,000	\$ 777,160	\$ 641,000
<b>Total Sewer Revenue Bond Fund</b>			<b>\$ 566,103</b>	<b>\$ 643,000</b>	<b>\$ 777,160</b>	<b>\$ 641,000</b>
<b>CSMD FUND</b>						
4730	54	CSMD Fund	\$ 62,803	\$ 163,400	\$ 137,700	\$ 158,500
<b>Total CSMD Fund</b>			<b>\$ 62,803</b>	<b>\$ 163,400</b>	<b>\$ 137,700</b>	<b>\$ 158,500</b>
<b>IT EQUIPMENT REPLACEMENT FUND</b>						
4810	61	Equipment Replacement Fund	\$ 136,953	\$ 172,000	\$ 187,900	\$ 182,200
<b>Total IT Equipment Replacement Fund</b>			<b>\$ 136,953</b>	<b>\$ 172,000</b>	<b>\$ 187,900</b>	<b>\$ 182,200</b>
<b>VEHICLE MAINTENANCE &amp; REPLACEMENT FUND</b>						
4850	62	Vehicle Maintenance & Replacement	\$ 107,489	\$ 55,500	\$ 91,800	\$ 102,000
<b>Total Vehicle Maintenance &amp; Replacement Fund</b>			<b>\$ 107,489</b>	<b>\$ 55,500</b>	<b>\$ 91,800</b>	<b>\$ 102,000</b>
<b>SUCCESSOR AGENCY</b>						
	70	RPTTF	\$ 485,705	\$ 580,740	\$ 577,968	\$ 521,600
<b>Total Successor Agency</b>			<b>\$ 485,705</b>	<b>\$ 580,740</b>	<b>\$ 577,968</b>	<b>\$ 521,600</b>

## Budgeted Expenditures by Fund

City of La Puente  
 Budgeted Expenditure By Fund  
 Fiscal Year 2015-2016 Adopted Budget

<u>Fund</u>	<u>Description</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>CAPITAL IMPROVEMENTS</b>					
11	General Fund	\$ -	\$ -	\$ -	\$ -
32	State Gas Tax Fund	203,104	251,000	221,700	455,400
34	County Aid to Cities	-	250,000	100,000	-
36	Park Grant Fund	(10,604)	-	-	-
37	PROP 1B	-	-	62,700	-
39	TDA	75,500	-	-	30,000
40	STPL	-	533,000	-	634,000
41	CDBG	(58,000)	-	-	300,000
43	Miscellaneous Grant	-	-	-	35,000
45	HSIP	(33,933)	1,003,000	130,000	873,000
47	Measure R	362,509	1,094,400	944,180	476,400
48	Prop A	-	-	-	135,000
49	Prop C	1,734,430	675,600	319,440	1,099,200
50	Sewer Construction Maintenance	-	80,000	80,000	820,000
54	Sewer Revenue Bond	-	-	-	800,000
71	Safe Routes to School	32,709	339,650	339,650	-
	<b>Total Capital Improvements</b>	<b>\$ 2,305,715</b>	<b>\$ 4,226,650</b>	<b>\$ 2,197,670</b>	<b>\$ 5,658,000</b>
	<b>GRAND TOTAL</b>	<b>\$ 19,178,913</b>	<b>\$ 20,494,890</b>	<b>\$ 18,056,290</b>	<b>\$ 22,395,600</b>

## Budgeted Expenditures by Type

### City of La Puente Budgeted Expenditure By Type Fiscal Year 2015-2016 Adopted Budget

<u>Acct. No.</u>	<u>Department</u>	<u>Personnel Services</u>	<u>Operating Expenditures</u>	<u>Capital Improvement</u>	<u>Debt Services</u>	<u>Transfer Out</u>	<u>Total</u>
11-4110	City Council	\$ 168,800	\$ 82,300	\$ -	\$ -	\$ -	\$ 251,100
11-4120	City Clerk	198,900	188,300	-	-	-	387,200
11-4130	Human Resources/Risk Management	80,700	392,900	-	-	-	473,600
11-4140	Administration	374,000	329,600	-	-	-	703,600
11-4160	Financial Services	597,900	152,100	-	-	-	750,000
11-4180	General Services	-	205,800	-	-	-	205,800
	<b>General Government</b>	<b>\$ 1,420,300</b>	<b>\$ 1,351,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,771,300</b>
11-4210	Public Safety Services	\$ -	\$ 5,268,800	\$ -	\$ -	\$ -	\$ 5,268,800
11-4220	Emergency Preparedness	-	17,600	-	-	-	17,600
11-4470	Code Enforcement	173,800	254,900	-	-	-	428,700
	<b>Public Safety</b>	<b>\$ 173,800</b>	<b>\$ 5,541,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,715,100</b>
32-4330	Gas Tax - Public Works Services	\$ 346,700	\$ 604,800	\$ -	\$ -	\$ -	\$ 951,500
47-4390	Streets/Sidewalks (Measure R)	19,700	4,400	-	-	-	24,100
49-4394	Streets/Sidewalks (Prop C)	27,800	-	-	-	-	27,800
11-4540	Waste Management Services	-	12,400	-	-	-	12,400
11-4610	Park/Maintenance Services	169,500	205,700	-	-	-	375,200
	<b>Public Works</b>	<b>\$ 563,700</b>	<b>\$ 827,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,391,000</b>
11-4410	Planning/Zoning Services	\$ 108,900	\$ 66,400	\$ -	\$ -	\$ -	\$ 175,300
11-4420	Housing/Community Services	280,400	430,500	-	-	-	710,900
11-4460	Building & Safety Services	-	204,700	-	-	-	204,700
11-4465	Engineering Services	-	110,000	-	-	-	110,000
48-4392	Public Transit Services (Prop A)	167,200	753,100	-	-	-	920,300
	<b>Community Development</b>	<b>\$ 556,500</b>	<b>\$ 1,564,700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,121,200</b>
11-4450	Community Promotion Services	\$ -	\$ 66,100	\$ -	\$ -	\$ -	\$ 66,100
11-4620	Community Center	407,800	267,200	-	439,700	-	1,114,700
11-4621	Youth Learning Activity Center	162,400	76,200	-	439,700	-	678,300
11-4630	Senior Services	63,600	86,400	-	-	-	150,000
	<b>Recreation</b>	<b>\$ 633,800</b>	<b>\$ 495,900</b>	<b>\$ -</b>	<b>\$ 879,400</b>	<b>\$ -</b>	<b>\$ 2,009,100</b>
50-4710	Sewer Construction/Maintenance	\$ -	\$ 27,200	\$ -	\$ -	\$ 816,000	\$ 843,200
52-4720	Sewer Revenue Bond	-	-	-	641,000	-	641,000
54-4730	CSMD Fund	-	70,500	-	-	88,000	158,500
	<b>Sewer</b>	<b>\$ -</b>	<b>\$ 97,700</b>	<b>\$ -</b>	<b>\$ 641,000</b>	<b>\$ 904,000</b>	<b>\$ 1,642,700</b>
61-4810	IT/Equipment Charges	\$ -	\$ 182,200	\$ -	\$ -	\$ -	\$ 182,200
62-4850	Vehicle Charges	-	102,000	-	-	-	102,000
	<b>Equipment Replacement</b>	<b>\$ -</b>	<b>\$ 284,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 284,200</b>
4940	Retiree Benefits	\$ 279,400	\$ -	\$ -	\$ -	\$ -	\$ 279,400
4950	Non-Departmental	-	2,000	-	-	-	2,000
	<b>Non-Departmental</b>	<b>\$ 279,400</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 281,400</b>
70-4960	RPTTF	\$ -	\$ 250,400	\$ -	\$ 271,200	\$ -	\$ 521,600
	<b>Successor Agency</b>	<b>\$ -</b>	<b>\$ 250,400</b>	<b>\$ -</b>	<b>\$ 271,200</b>	<b>\$ -</b>	<b>\$ 521,600</b>
5xxx	Capital Improvement Projects	\$ -	\$ -	\$ 5,395,400	\$ -	\$ 262,600	\$ 5,658,000
	<b>Capital Improvements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,395,400</b>	<b>\$ -</b>	<b>\$ 262,600</b>	<b>\$ 5,658,000</b>
	<b>Total</b>	<b>\$ 3,627,500</b>	<b>\$ 10,414,500</b>	<b>\$ 5,395,400</b>	<b>\$ 1,791,600</b>	<b>\$ 1,166,600</b>	<b>\$ 22,395,600</b>



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**City Council**

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**Mission**

To make policies that will achieve the goals and objectives that reflects the will of the residents of the City of La Puente and to provide direction to City Staff to implement programs and projects consistent with those goals and objectives.

**Primary Functions**

The role of the City Council is to set policy based on the goals and objectives of the community. The City Council provides direction to City Staff to implement policies made by the City Council. The most important “policy tool” of the City Council is the annual budget. An important piece of budget process is determining what the community needs and setting the goals to meet those needs through the budget process.

**Goals & Objectives**

- To meet the needs of the community in its policy making decisions.
- To ensure that the goals and objectives of the Council are implemented by City Staff.
- To represent the interests of the City before regional and State organizations and agencies.
- To hear appeals of Planning Commission/Development Review Board decisions.
- To provide legal advice on City policies and actions taken by the City Council.

**Fiscal Year 2015-2016 Objectives**

- To provide the residents with a safe and vibrant community
- To bring new businesses to the City to improve economic climate and spur growth

**Major Accomplishments**

- Awarded bids for first year construction of the sewer improvements project

	<b>Actual</b>	<b>Adopted</b>	<b>Projected</b>	<b>Adopted</b>
<b><u>Full Time Equivalent (FTE)</u></b>	<b><u>2013-14</u></b>	<b><u>2014-15</u></b>	<b><u>2014-15</u></b>	<b><u>2015-16</u></b>
Council members	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
<b>Total FTE</b>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

## Expenditure Summary – City Council

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: CITY COUNCIL**  
**FUND: 11 - General Fund**

**Account Code: 4110**

	<b>2013-2014 Actual</b>	<b>2014-2015 Amended Budget</b>	<b>2014-2015 Estimated</b>	<b>2015-2016 Adopted Budget</b>
Personnel Services	\$ 160,928	\$ 151,500	\$ 161,350	\$ 168,800
Operating Expenditures	41,496	74,600	66,100	82,300
<b>TOTAL</b>	<b>\$ 202,424</b>	<b>\$ 226,100</b>	<b>\$ 227,450</b>	<b>\$ 251,100</b>

**FUNDING SOURCES**

11 - General Fund	\$ 202,424	\$ 226,100	\$ 227,450	\$ 251,100
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**ACCOUNT NUMBER EXPLANATION**

1111-11 Salaries - Full-Time	Stipends for five Council Members
1211-11 Retirement	Costs of City's and Council Member's share of CalPERS
1212-11 FICA-Medicare	Medicare benefits for Council Members
1311-11 Other Health-DOC	Dental, optical and audio reimbursement costs
1312-11 Disability Insurance	Disability insurance & survivor's benefits
1313-11 Life Insurance	Term life insurance
1314-11 Health Insurance	CalPERS health insurance coverage
3312-11 Auto Allowance	Automotive Allowance for each Council Member
3313-11 Telecom Allowance	Telecommunication allowance for each Council Member
3011-11 Office Supplies	Office supplies for the Council Chambers
3013-11 Supplies & Equipment	Small equipment for the Council Chambers
3971-11 Dues & Memberships	Memberships to Organizations such as California Contract Cities, League of California Cities, San Gabriel Valley Council of Government, Southern California Association of Government, National Association of Latino Elected/Appointed Officials
3972-11 Conferences & Meetings	Attendance at professional association conferences and meetings
3973-11 Host Meetings	Hosting Council meetings
3976-11 Special Departmental	Miscellaneous expenses for Council activities such as flowers, recognition gifts and awards, shirts, jackets and other expenses.
3996-11 IT/Equipment Charges	Allocated information technology and equipment charges

**Expenditure Detail – City Council**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: CITY COUNCIL**  
**FUND: 11- General Fund**

**Account Code: 4110**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-11	\$ 33,500	\$ 32,200	\$ 32,200	\$ 32,200
Retirement	1211-11	7,855	7,600	6,500	8,900
FICA-Medicare	1212-11	1,218	500	1,100	1,100
Other Health-DOC	1311-11	8,345	10,000	10,000	10,000
Disability Insurance	1312-11	126	600	1,200	1,200
Life Insurance	1313-11	891	800	900	900
Health Insurance	1314-11	59,618	54,200	63,850	68,900
Auto Allowance	1316-11	29,874	27,600	27,600	27,600
Telecommunication Allowance	1317-11	19,500	18,000	18,000	18,000
<b>Total Personnel Services</b>		<u>\$ 160,928</u>	<u>\$ 151,500</u>	<u>\$ 161,350</u>	<u>\$ 168,800</u>
<b>Operating Expenses</b>					
Office Supplies	3011-11	\$ 111	\$ 300	\$ 300	\$ 300
Supplies and Equipment	3013-11	1,575	200	200	200
Contract Services - Private	3111-11	485	-	-	-
Dues & Memberships	3971-11	32,259	36,700	36,700	36,700
Conferences & Meetings	3972-11	2,309	10,000	2,000	20,000
Host Meetings	3973-11	-	500	-	500
Special Departmental	3976-11	4,757	2,000	2,000	2,000
IT/Equipment Charges	3996-11	-	24,900	24,900	22,600
<b>Total Operating Expense</b>		<u>\$ 41,496</u>	<u>\$ 74,600</u>	<u>\$ 66,100</u>	<u>\$ 82,300</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 202,424</u>	<u>\$ 226,100</u>	<u>\$ 227,450</u>	<u>\$ 251,100</u>

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## City Clerk

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### **Mission**

The City Clerk's Office is dedicated to providing extraordinary customer service to the public, City staff and the City Council in an efficient, professional and friendly manner. We strive to provide timely and accessible service when responding to inquiries and requests for public information and are committed to building relationships and ensuring every contact with our customers is a positive one.

### **Primary Functions**

The City Clerk maintains records of all City Council activities, City-owned property transactions, City elections, resolutions, ordinances and minutes. The City Clerk also administers oaths of office and provides background research, public information services and documents to City Council, City staff and members of the public.

The duties of the City Clerk include, but are not limited to:

- Acting as Filing Official for all FPPC campaign disclosure forms and Statements of Economic Interests as well as monitoring FPPC deadlines to ensure compliance by City Council and City staff
- Administering municipal elections according to the Elections Code, including candidate statements, ballot measures, petitions, arguments, impartial analyses, campaign reporting and legal advertising
- Attending and recording City Council meetings
- Establishing and maintaining a City-wide records management program and reviewing and updating the City's Records Retention Schedule
- Maintaining and codifying the Municipal Code
- Maintaining and tracking all agreements and contracts entered into by the City and monitoring insurance to ensure coverage for the life of the contract
- Maintaining, reviewing and updating the Conflict of Interest Code
- Posting and publishing City Council agendas, public hearing notices and ordinances
- Preparing City Council agendas, staff reports, agenda packets
- Processing passport applications on behalf of the public for the Department of Justice
- Receiving and opening bids for services and requests for proposals
- Receiving claims against the City
- Receiving public records requests and distributing requests to the responsible department; compiling responsive documents; preparing response letters and maintaining the database of public records requests
- Recording the legislative actions of the City Council, including preparation and preservation of ordinances, resolutions and minutes

### **Goals & Objectives**

The preservation of vital records is essential to improve efficiency and productivity, reduce operating costs and safeguard important information. In fiscal year 2014-15, the City Clerk's Office accomplished a major goal by ensuring all City Council ordinances, resolutions and minutes were signature verified and preserved in electronic format. The continued goal is to preserve the records of all committees and commissions, as well as all agreements and contracts. Preserving these records not only ensures their survival in the event of a disaster but also increases the ability of the City Clerk's Office to provide excellent service by enhancing access to records by City staff and the public.

**City Clerk**

**Goals & Objectives (continued)**

The Records Retention Schedule is a key component of the City’s records management program. Effective records management provides for the efficient and economical management of public records and ensures records are retained until they no longer have administrative, fiscal, legal or historical value. The City Clerk’s Office is actively engaged in updating the Records Retention Schedule and training staff on the proper maintenance, storage and destruction of records.

<b><u>Full Time Equivalent (FTE)</u></b>	<b><u>Actual 2013-14</u></b>	<b><u>Adopted Budget 2014-15</u></b>	<b><u>Projected Budget 2014-15</u></b>	<b><u>Adopted Budget 2015-16</u></b>
Chief Deputy City Clerk	1.00	1.00	1.00	1.00
Administrative Assistant	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>Total FTE</b>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

## Expenditure Summary – City Clerk

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: CITY CLERK**  
**FUND: 11 - General Fund**

**Account Code: 4120**

	<b>2013-2014</b>	<b>2014-2015</b>	<b>2014-2015</b>	<b>2015-2016</b>
	<b>Actual</b>	<b>Amended</b>	<b>Estimated</b>	<b>Adopted</b>
		<b>Budget</b>		<b>Budget</b>
Personnel Services	\$ 242,801	\$ 216,400	\$ 217,682	\$ 198,900
Operating Expenditures	78,963	27,200	25,500	148,300
<b>TOTAL</b>	<b>\$ 321,764</b>	<b>\$ 243,600</b>	<b>\$ 243,182</b>	<b>\$ 347,200</b>

**FUNDING SOURCES**

11 - General Fund	\$ 321,764	\$ 243,600	\$ 243,182	\$ 347,200
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**ACCOUNT NUMBER EXPLANATION**

1111-12 Salaries - Full-time	Salaries for City Clerk (100%) and Administrative Secretary (100%)
1117-12 Overtime	Overtime pay for full-time non-exempt employees
1118-12 Leave Conversion Incentive	Conversion of earned leave
1211-12 Retirement	Costs of City's and employee's retirement at CalPERS
1212-12 FICA-Medicare	Medicare benefits for full time and part time employees
1311-12 Other Health-DOC	Dental, optical and audio reimbursements
1312-12 Disability Insurance	Disability insurance & survivor's benefits
1313-12 Life Insurance	Term life insurance
1314-12 Health Insurance	CalPERS health insurance coverage
3011-12 Office Supplies	Office supplies
3111-12 Contract Services - Private	Contract for Questys
3211-12 Postage & Mailings	Postage for passport applications
3405-12 Records Management	Costs for destruction of documents, folders and supplies
3412-12 Municipal Code Publishing	Municipal code updates and legal publications
3971-12 Dues & Memberships	Membership dues for International Institute of Municipal Clerks and City Clerks Association of California
3972-12 Conferences & Meetings	Seminar costs for City Clerk and Administrative Secretary training
3796-12 Special Departmental	Miscellaneous supplies for committees and commissions
3996-12 IT/Equipment Charges	Allocated information technology and equipment charges

**Expenditure Detail – City Clerk**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: CITY CLERK**  
**FUND: 11- General Fund**

**Account Code: 4120**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-12	\$ 153,354	\$ 120,900	\$ 117,710	\$ 141,000
Annual Leave/Separation	1116-12	11,618	23,700	53,000	-
Overtime	1117-12	1,362	900	1,888	-
Leave Conversion Incentive	1118-12	136	-	200	-
Retirement	1211-12	36,623	33,200	15,942	22,400
FICA-Medicare	1212-12	2,416	2,000	1,707	2,000
Other Health-DOC	1311-12	3,215	3,700	3,000	4,000
Disability Insurance	1312-12	1,325	1,300	1,687	2,000
Life Insurance	1313-12	333	300	331	400
Health Insurance	1314-12	32,419	30,400	22,217	27,100
<b>Total Personnel Services</b>		<u>\$ 242,801</u>	<u>\$ 216,400</u>	<u>\$ 217,682</u>	<u>\$ 198,900</u>
<b>Operating Expenses</b>					
Office Supplies	3011-12	\$ 356	\$ 1,000	\$ 1,300	\$ 1,500
Furniture/Equipment	3012-12	614	-	-	-
Contract Services - Private	3111-12	13,225	1,500	2,500	2,500
Contract Services - Election	3115-12	59,694	-	200	100,000
Postage & Mailings	3211-12	-	500	500	1,000
Records Management	3405-12	-	2,000	2,000	2,000
Municipal Code Publishing	3412-12	2,624	8,000	5,000	25,000
Dues & Memberships	3971-12	650	1,700	1,500	1,700
Conferences & Meetings	3972-12	1,500	2,000	2,000	5,000
Special Departmental	3796-12	300	300	300	300
IT/Equipment Charges	3996-12	-	10,200	10,200	9,300
<b>Total Operating Expense</b>		<u>\$ 78,963</u>	<u>\$ 27,200</u>	<u>\$ 25,500</u>	<u>\$ 148,300</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 321,764</u>	<u>\$ 243,600</u>	<u>\$ 243,182</u>	<u>\$ 347,200</u>

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## Human Resource/Risk Management

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### Mission

The Human Resources/Risk Management Division is committed to supporting the employees of the City of La Puente through human resources services that promote a work environment characterized by open communications, personal accountability, and fair treatment of all employees through trust, mutual respect, and equal opportunity. The Division is also committed to reducing the financial impact of claims to the City and the corresponding frequency and severity of these events through the application of professional risk management techniques.

### Primary Functions

The Human Resources/Risk Management division is responsible for; human resources and risk management. The division is responsible for the following services:

- Human Resources
- Personnel recruitment and maintenance of personnel records
- Personnel policies and procedures
- Risk management functions
- Claims monitoring

Human Resources is the support system responsible for personnel sourcing and hiring, applicant tracking, skills development and tracking, benefits administration and compliance with associated government regulations.

- Prepares job description analysis for new positions
- Responsible for recruitment of all positions
- Processes all background checks for employees
- Maintains personnel records
- Implements personnel policies and procedures
- Represents the City in labor negotiations
- Monitors the evaluations of city employees
- Provides assistance in disciplinary issues
- Maintains all benefits and works with payroll to ensure compliance
- Administers employee reward programs

Risk management is the decision-making process involving considerations of political, social, and economic factors with relevant risk assessments relating to a potential hazard so as to develop, analyze and compare regulatory options and to select the optimal regulatory response for safety from hazard.

- Receives, processes, and monitors all claims, summons, and subpoenas filed against the City.
- Assists the California JPIA by providing all underwriting information for annual premiums
- Maintains all insurance policies of the City of La Puente.
- Processes and monitors all workers' compensation claims.
- Responsible for establishing and implementing the Injury and Illness Prevention Program.
- Responsible for establishing and maintaining mandated policies and procedures to ensure employee safety.

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## Human Resource/Risk Management

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### **Goals & Objectives:**

The Major goals of the Human Resources/Risk Management Division are:

- Continue to computerize personnel records
- Continue to streamline the recruitment process

### **Fiscal Year 2015-2016 Goals:**

- Complete the Injury and Illness Prevention Program.
- Complete the Employee's Safety Manual.
- Complete the certificates of insurance tracking database.

### **Major Accomplishments**

- Issued city badges to all employees.
- Negotiated a new contract with employee labor union.
- Implemented new telephone system.
- Launched new City webpage.

<b><u>Full Time Equivalent (FTE)</u></b>	<b><u>Actual 2013-14</u></b>	<b><u>Adopted Budget 2014-15</u></b>	<b><u>Projected Budget 2014-15</u></b>	<b><u>Adopted Budget 2015-16</u></b>
Management Assistant	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>Total FTE</b>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

## Expenditure Summary – Human Resource/Risk Management

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: HUMAN RESOURCES & RISK MANAGEMENT**  
**FUND: 11 - General Fund**

**Account Code: 4130**

	<u>2013-2014</u> <u>Actual</u>	<u>2014-2015</u> <u>Amended</u> <u>Budget</u>	<u>2014-2015</u> <u>Estimated</u>	<u>2015-2016</u> <u>Adopted</u> <u>Budget</u>
Personnel Services	\$ 65,334	\$ 67,400	\$ 45,800	\$ 80,700
Operating Expenditures	1,268,911	386,900	409,668	392,900
<b>TOTAL</b>	<u>\$ 1,334,245</u>	<u>\$ 454,300</u>	<u>\$ 455,468</u>	<u>\$ 473,600</u>

**FUNDING SOURCES**

11 - General Fund	<u>\$ 1,334,245</u>	<u>\$ 454,300</u>	<u>\$ 455,468</u>	<u>\$ 473,600</u>
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**ACCOUNT NUMBER EXPLANATION**

1111-12 Salaries - Full-time	Salaries for Management Assistant (100%)
1211-12 Retirement	Costs of City's and employee's retirement at CalPERS
1212-12 FICA-Medicare	Medicare benefits for full-time and part-time employees
1311-12 Other Health-DOC	Dental, optical and audio reimbursements
1312-12 Disability Insurance	Disability & Survivor's insurance
1313-12 Life Insurance	Term life insurance
1314-12 Health Insurance	CalPERS health insurance coverage
3011-12 Office Supplies	Office supplies
3012-12 Furniture/Equipment	Purchase of small office equipment
3111-12 Contract Services - Private	Customer Service Training
3151-12 Training/Education Reimbursement	CJPIA on-location training and education reimbursement program
3406-12 Recruitment Expenses	Advertising, pre-employment physical, background investigation, fingerprinting
3610-12 Unemployment Insurance	Unemployment insurance
3611-12 Workers Compensation Insurance	Workers compensation insurance
3612-12 General Liability Insurance	CJPIA general liability insurance
3613-12 Special Events Insurance	Special event insurance
3614-12 Property Insurance	Property insurance
3615-12 Employee Fidelity Bond	Employee fidelity bond
3616-12 Environmental Liability Insurance	Environmental liability insurance
3972-12 Conferences & Meetings	Seminar and training costs
3996-11 IT/Equipment Charges	Allocated information technology and equipment charges

**Expenditure Detail – Human Resource/Risk Management**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: HUMAN RESOURCES & RISK MANAGEMENT**  
**FUND: 11 -General Fund**

**Account Code: 4130**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-12	\$ 46,391	\$ 46,800	\$ 31,300	\$ 54,400
Annual Leave/Separation	1112-12	-	-	800	-
Overtime	1117-12	-	-	1,700	-
Retirement	1211-12	11,133	11,100	6,900	16,000
FICA-Medicare	1212-12	673	700	500	800
Other Health-DOC	1311-12	68	2,000	300	2,000
Disability Insurance	1312-12	419	700	300	800
Life Insurance	1313-12	176	200	100	200
Health Insurance	1314-12	6,474	5,900	3,900	6,500
<b>Total Personnel Services</b>		<u>\$ 65,334</u>	<u>\$ 67,400</u>	<u>\$ 45,800</u>	<u>\$ 80,700</u>
<b>Operating Expenses</b>					
Office Supplies	3011-12	\$ -	\$ 500	\$ 300	\$ 500
Furniture/Equipment	3012-12	352	1,000	500	1,000
Contract Services - Private	3111-12	11,648	-	1,900	3,000
Training/Education Reimbursement	3151-12	(40)	500	500	500
Recruitment Expenses	3406-12	8,576	2,500	600	2,500
Unemployment Insurance	3610-12	1,362	50,000	66,200	25,000
Workers Compensation Ins	3611-12	-	81,600	81,600	87,900
General Liability Ins	3612-12	1,227,469	234,900	237,668	247,500
Special Events Ins	3613-12	6,257	5,000	3,400	5,000
Property Insurance	3614-12	-	-	9,200	9,200
Employee Fidelity Bond	3615-12	913	1,000	900	1,000
Environmental Liability Ins	3616-12	5,967	6,000	3,400	6,000
Dues and Memberships	3971-12	3,549	-	200	200
Conferences & Meetings	3972-12	120	1,000	400	1,000
Special Departmental	3976-12	2,738	-	-	-
IT/Equipment Charges	3996-12	-	2,900	2,900	2,600
<b>Total Operating Expense</b>		<u>\$ 1,268,911</u>	<u>\$ 386,900</u>	<u>\$ 409,668</u>	<u>\$ 392,900</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 1,334,245</u>	<u>\$ 454,300</u>	<u>\$ 455,468</u>	<u>\$ 473,600</u>

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## **City Manager**

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### **Mission**

To serve as the Chief Advisor to the City Council relative to business matters, implement City Council policies and direction; and to provide management oversight of City operations.

### **Primary Functions**

The Administration Department includes the City Manager who oversees and coordinates all City operations. The City Manager directly manages the Chief Deputy City Clerk, Director of Administrative Services, Director of Recreation, Director of Development Services, and the Chief of Police. The Administration Department also oversees the Sheriff's Department contract, waste management services contract, Cable Television Franchise and the publishing contract for the quarterly *Spotlight La Puente* newsletter.

The City Manager's primary function is to implement the policies set by the City Council to achieve the Community's vision, goals and objectives. The City Manager advises the City Council on issues relevant to the City and prepares or directs the preparation of informational memoranda and reports to the City Council. The City Manager formulates plans and methodologies to implement the direction of the City Council and keeps the City Council advised of legislation and regulations that affect Council Members and the City.

The City Attorney provides legal advice to the City Council, City Commissions and Committees, and Departments. The services are provided through the Law Offices of Casso & Sparks. The City Attorney reviews all resolutions, ordinances, contracts, and other city documents for legal correctness and validity, provides advice on the legal ramifications of City policies and actions, and represents the City in court actions as necessary.

### **Goals & Objectives**

- Implement the direction of the City Council
- Advise and provide recommendations to the City Council on matters with their jurisdiction
- Promote economic development within the City of La Puente
- Carry out the vision and mission statements of the City Council
- Provide efficient and responsive city government services
- Foster cooperative relationships with other agencies and jurisdictions through the pursuit of mutually beneficial goals
- Provide effective and responsive public safety services through contract law enforcement services
- Maintain a fiscally responsible budget for the economic benefit of the City

### **Fiscal Year 2015-2016 Goals**

- Implement goals of the City Council as suggested in the strategic plan.
- Follow City Council direction and establish official strategic plans for goals.
- Complete all ADA compliance/transition plans.
- Work with CJPIA and ADA consultant on completing project.

### **Major Accomplishments**

- Completed the new City's website

**City Manager**

**Major Accomplishments (continued)**

- Organized new staff leadership to move City projects and programs forward.
- Initiated City’s Social Media communications to the community.
- Completed purchasing procedure for grant writing services to apply for grants.

<b><u>Full Time Equivalent (FTE)</u></b>	<b>Actual <u>2013-14</u></b>	<b>Adopted Budget <u>2014-15</u></b>	<b>Projected Budget <u>2014-15</u></b>	<b>Adopted Budget <u>2015-16</u></b>
City Manager	1.00	1.00	1.00	1.00
Executive Assistant	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>Total FTE</b>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

## Expenditure Summary – City Manager

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: CITY MANAGER**  
**FUND: 11 - General Fund**

**Account Code: 4140**

	<b>2013-2014</b>	<b>2014-2015</b>	<b>2014-2015</b>	<b>2015-2016</b>
	<b>Actual</b>	<b>Amended</b>	<b>Estimated</b>	<b>Adopted</b>
	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Personnel Services	\$ 296,646	\$ 206,100	\$ 267,607	\$ 374,000
Operating Expenditures	278,492	318,100	274,600	329,600
<b>TOTAL</b>	<b>\$ 575,138</b>	<b>\$ 524,200</b>	<b>\$ 542,207</b>	<b>\$ 703,600</b>
 <b>FUNDING SOURCES</b>				
11 - General Fund	\$ 575,138	\$ 524,200	\$ 542,207	\$ 703,600

**ACCOUNT NUMBER EXPLANATION**

1111-14	Salaries - Full-time	Salaries for City Manager (96%) and Executive Assistant (100%)
1116-14	Annual Leave/Separation	Salaries for compensable leave balances upon separation
1117-14	Overtime	Overtime pay for full-time non-exempt employees
1118-14	Leave Conversion Incentive	Conversion of accrued leave
1211-14	Retirement	Costs of City's and employee's share of PERS
1212-14	FICA-Medicare	Medicare benefits for full-time and part-time employees
1213-14	Retirement - PST	Retirement contribution for Management Intern
1311-14	Other Health-DOC	Dental, optical and audio reimbursements
1312-14	Disability Insurance	Disability insurance & survivor's benefits
1313-14	Life Insurance	Term life insurance
1314-14	Health Insurance	CalPERS health insurance coverage
3011-14	Office Supplies	Office supplies for the City Manager's office
3111-14	Contract Services - Private	Grant writing services
3114-14	Legal Fees -General	Legal services for City Attorney and Attorneys dealing with labor law and other
3118-14	Legal Fees -Litigations	Legal services for litigation
3961-14	Subscriptions & Publications	Subscription for newspapers and publications
3971-14	Dues & Memberships	Memberships in professional associations
3972-14	Conferences & Meetings	City Manager and staff attendance at various conferences and meetings
3973-14	Community Promotion	Costs for community promotions
3796-14	Special Departmental	Miscellaneous expenses such as recognition gifts & awards
3996-14	IT/Equipment Charges	Allocated information technology and equipment charges
3997-14	Vehicle Charges	Allocated motor pool charges and information technology charges

**Expenditure Detail – City Manager**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: CITY MANAGER**  
**FUND: 11 - General Fund**

**Account Code: 4140**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-14	\$ 167,053	\$ 141,300	\$ 182,960	\$ 244,000
Salaries - Part-time	1112-14	32,754	-	-	-
Annual Leave/Separation	1116-14	15,476	-	-	-
Overtime	1117-14	-	1,500	1,500	-
Retirement	1211-14	40,916	33,500	43,580	81,400
FICA-Medicare	1212-14	3,179	2,000	2,657	3,500
Retirement - PST	1213-14	140	-	-	-
Other Health-DOC	1311-14	2,539	2,700	3,400	3,900
Disability Insurance	1312-14	1,437	2,000	2,645	3,500
Life Insurance	1313-14	276	200	563	600
Health Insurance	1314-14	31,976	22,900	28,502	35,300
Telecommunication Allowance	1317-14	900	-	1,800	1,800
<b>Total Personnel Services</b>		<u>\$ 296,646</u>	<u>\$ 206,100</u>	<u>\$ 267,607</u>	<u>\$ 374,000</u>
<b>Operating Expenses</b>					
Office Supplies	3011-14	\$ 1,592	\$ 1,500	\$ 500	\$ 1,500
Contract Services - Private	3111-11	14,168	60,000	60,000	42,000
Legal Fees -General	3114-14	239,397	210,000	180,000	210,000
Legal Fees -Litigations	3118-14	(294)	15,000	5,000	5,000
Subscriptions & Publications	3961-14	352	500	500	500
Dues & Memberships	3971-14	3,098	2,000	2,000	2,000
Conferences & Meetings	3972-14	14,442	15,000	12,500	15,000
Special Departmental	3796-14	137	-	-	40,000
IT/Equipment Charges	3996-14	-	10,200	10,200	9,300
Vehicle Charges	3997-14	5,600	3,900	3,900	4,300
<b>Total Operating Expense</b>		<u>\$ 278,492</u>	<u>\$ 318,100</u>	<u>\$ 274,600</u>	<u>\$ 329,600</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 575,138</u>	<u>\$ 524,200</u>	<u>\$ 542,207</u>	<u>\$ 703,600</u>

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## Financial Services

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### Mission

The Finance Department (Finance) is committed to ensuring prudent financial management of public resources to fulfill the City's mission and citywide priorities as well as providing professional, accurate, and timely financial information and services to our customers, both internal and external. Our emphasis is on teamwork, collaboration, integrity, and professionalism.

### Primary Functions

Finance manages the City's resources and daily/long range financial operations of the City and Redevelopment Agency. The department is responsible for the following support services:

- Financial/Treasury management
- General accounting
- Accounts payable
- Payroll
- Cashier/Business License/Bus Pass/Information Desk

***Financial/Treasury Administration.*** Financial administration manages the City and Successor Agency financial operations. This includes financial planning, budget preparation, Comprehensive Annual Financial Report, investment, cash and debt management, staff support, banking relations, and external reporting.

***General Accounting.*** General accounting provides for the financial reporting, independent audit, budgeting and accounting of the City and Successor Agency.

- Daily, weekly, and monthly postings to general ledger.
- Preparation of monthly financial report and monthly bank reconciliation to general ledger cash balances.
- Planning, scheduling and completion of annual financial and single audit.
- Quarterly budgetary control.
- Maintaining internal control systems.
- Preparation of federal, state and county financial reports.

***Accounts Payable.*** Accounts payable coordinates and controls the City and Successor Agency vendor files and cash disbursement function.

- Monitor authorization, documentation and proper account distribution.
- Prepare weekly cash requirement report and vendor checks.
- Maintain and update vendor files.
- Audit vendor files for Form 1099 reports.

***Payroll.*** Payroll is responsible for the timely issuance of the payroll and other required payroll reports.

- Maintain employee payroll records.
- Process bi-monthly and special payrolls.
- Enter all employee benefit/compensation changes from MOU, personnel transaction forms and open enrollment
- Prepare monthly health, dental, vision, life, and LTD/STD.
- Prepare and distribute all payroll and benefit checks and reports.
- Prepare monthly, quarterly, annual federal and state payroll reports.

## Financial Services

### Primary Functions (continued)

#### *Payroll. (continued)*

- Prepare employee W-2 forms.

*Cashier.* Cashiers are responsible for answering telephone calls, business license, accounts receivable, and processing cash receipts for the City and Successor Agency.

- Process various accounts receivable for the City and Successor Agency.
- Answering calls for the City.
- Process finance mail and remittances.
- Administer business licensing function.
- Prepares daily cash receipts report and deposit.

### Goals & Objectives

Major finance goals:

- Upgrade financial software.
- Streamline all financial and accounting functions.
- Continue to maintain the Certificate of Achievement for Excellence in Financial Reporting and Budgeting from Government Finance Officers' Association.
- Prepare and submit various financial reports to Federal, State, and County agencies timely.

### Fiscal Year 2015-2016 Goals

- Upgrade financial software to latest version to expedite processing and increase transparency.
- Continue to receive the Certificate of Achievement for Excellence in Financial Reporting from Government Finance Officers' Association.
- Continue to increase General Fund reserves.
- Continue to increase investment returns through a proactive investment function.

### Major Accomplishments

- Submitted the City's Comprehensive Annual Financial Report as of June 30, 2014 to the award program of the Government Finance Officers Association.
- Audited all general ledger accounts and completed all reconciliations.

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2013-14</u>	<u>Adopted Budget 2014-15</u>	<u>Projected Budget 2014-15</u>	<u>Adopted Budget 2015-16</u>
Director of Administrative Services	0.40	0.40	0.40	0.65
Finance Manager	0.60	0.60	0.60	0.60
Financial Services Supervisor	0.73	0.73	0.73	0.73
Accounting Assistant	1.50	1.50	1.50	1.50
Management Intern	<u>0.00</u>	<u>0.00</u>	<u>0.50</u>	<u>0.50</u>
<b>Total FTE</b>	<u>3.23</u>	<u>3.23</u>	<u>3.73</u>	<u>3.98</u>

## Expenditure Summary – Financial Services

CITY OF LA PUENTE

FY 2015-2016

**DEPARTMENT: FINANCIAL SERVICES**  
**FUND: 11 - General Fund**

**Account Code: 4160**

	<b>2013-2014 Actual</b>	<b>2014-2015 Amended Budget</b>	<b>2014-2015 Estimated</b>	<b>2015-2016 Adopted Budget</b>
Personnel Services	\$ 371,972	\$ 346,700	\$ 432,041	\$ 597,900
Operating Expenditures	184,438	149,600	132,500	152,100
<b>TOTAL</b>	<b>\$ 556,410</b>	<b>\$ 496,300</b>	<b>\$ 564,541</b>	<b>\$ 750,000</b>

**FUNDING SOURCES**

11 - General Fund	\$ 556,410	\$ 496,300	\$ 564,541	\$ 750,000
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**ACCOUNT NUMBER EXPLANATION**

1111-70	Salaries - Full-time	Allocated Salaries of Director of Administrative Services (95%), Finance Manager (89%), Financial Services Supervisor (83%) and three Accounting Assistants (150%)
1112-70	Salaries - Part-time	Salaries for part-time Management Intern
1117-70	Overtime	Overtime pay for full time employees
1118-70	Leave Conversion Incentive	Conversion of accrued leave
1211-70	Retirement	Costs of City's and employee's retirement at CalPERS
1212-70	FICA-Medicare	Medicare benefits for full-time and part-time employees
1311-70	Other Health-DOC	Dental, optical and audio reimbursements
1312-70	Disability Insurance	Disability insurance & survivor's benefits
1313-70	Life Insurance	Term life insurance
1314-70	Health Insurance	CalPERS health insurance coverage
3011-70	Office Supplies	Office supplies needed for filing A/P, Payroll. Business Licenses, budget, bus passes, business forms and supplies
3012-70	Furniture/Equipment	Purchase of small office equipment
3111-70	Contract Services - Private	Contract costs for financial and single audit, State controller's report, annual street report, budget printing, cost recovery system, total compensation systems, HDL CAFR statistical, HDL property tax data, HDL sales tax data, MX Logic, Citywide fee study and INCODE maintenance and support fees
3965-70	Financial Services Fees	Fees for bank quarterly analysis charges, bank investment safekeeping and audit confirmations
3971-70	Dues & Memberships	Membership dues for professional organizations such as CSMFO, GFOA; GFOA CAFR award fees
3972-70	Conferences & Meetings	Registration and training costs for attending annual conferences and meetings for GFOA, CSMFO, INCODE, CALPERS, CJPIA, government tax and public finance cashiers
3996-70	IT/Equipment Charges	Allocated information technology charges
3997-70	Vehicle Charges	Allocated motor pool charges

**Expenditure Detail – Financial Services**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: FINANCIAL SERVICES**  
**FUND: 11 - General Fund**

**Account Code: 4160**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-70	\$ 258,485	\$ 230,800	\$ 297,600	\$ 395,600
Salaries - Part-time	1112-70	-	7,000	10,000	12,200
Overtime	1117-70	259	-	4,500	-
Retirement	1211-70	49,714	54,700	58,200	116,500
FICA-Medicare	1212-70	3,754	3,300	4,300	5,700
Other Health-DOC	1311-70	4,690	6,500	7,500	8,300
Disability Insurance	1312-70	2,340	3,300	4,201	5,600
Life Insurance	1313-70	662	500	690	800
Health Insurance	1314-70	52,068	40,600	45,050	53,200
<b>Total Personnel Services</b>		<u>\$ 371,972</u>	<u>\$ 346,700</u>	<u>\$ 432,041</u>	<u>\$ 597,900</u>
<b>Operating Expenses</b>					
Office Supplies	3011-70	\$ 7,882	\$ 6,000	\$ 3,000	\$ 4,000
Furniture/Equipment	3012-70	98	1,000	-	-
Contract Services - Private	3111-70	150,801	100,000	85,000	104,400
Financial Services Fees	3965-70	13,074	6,200	10,100	10,100
Dues & Memberships	3971-70	1,814	1,600	1,600	1,600
Conferences & Meetings	3972-70	5,169	5,000	3,000	5,000
Special Departmental	3976-70	-	-	-	-
IT/Equipment Charges	3996-70	5,600	29,800	29,800	27,000
<b>Total Operating Expense</b>		<u>\$ 184,438</u>	<u>\$ 149,600</u>	<u>\$ 132,500</u>	<u>\$ 152,100</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 556,410</u>	<u>\$ 496,300</u>	<u>\$ 564,541</u>	<u>\$ 750,000</u>



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## **PEG Access Cable**

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### **Primary Functions**

Public, Educational, and Governmental (PEG) fees are remitted to the City by all video service providers with a valid state franchise. Federal law mandates that PEG fees may only be used for capital expenditures related to the City's operation of its PEG channels.

### **Fiscal Year 2015-2016 Goals**

To upgrade computers, microphones and audio visual equipment in City Council chambers.

**Expenditure Summary – PEG Access Cable**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: ADMINISTRATION**  
**FUND: 24 - PEG Access Cable Fund**

**Account Code: 4170**

	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
Personnel Services	\$ 4,355	\$ 7,300	\$ 5,670	\$ -
Operating Expenditures	<u>2,250</u>	<u>67,500</u>	<u>67,500</u>	<u>40,000</u>
<b>TOTAL</b>	<u>\$ 6,605</u>	<u>\$ 74,800</u>	<u>\$ 73,170</u>	<u>\$ 40,000</u>

**FUNDING SOURCES**

24 - PEG Access Cable Fund	<u>\$ 6,605</u>	<u>\$ 74,800</u>	<u>\$ 73,170</u>	<u>\$ 40,000</u>
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**ACCOUNT NUMBER EXPLANATION**

3111-12 Contract Services - Private	Contract with Granicus
4585-12 Equipment	Equipment upgrade for Council Chambers

**Expenditure Detail – PEG Access Cable**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: ADMINISTRATION**

**Account Code:**

**4170**

**FUND: 24 - PEG Access Cable Fund**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-12	\$ 3,084	\$ 4,700	\$ 3,878	\$ -
Salaries - Part-time	1112-12	-	-	-	-
Overtime	1117-12	-	-	-	-
Retirement	1211-12	742	1,100	841	-
FICA-Medicare	1212-12	45	100	56	-
Other Health-DOC	1311-12	26	200	120	-
Disability Insurance	1312-12	27	100	56	-
Life Insurance	1313-12	5	100	11	-
Health Insurance	1314-12	426	1,000	708	-
<b>Total Personnel Services</b>		<u>\$ 4,355</u>	<u>\$ 7,300</u>	<u>\$ 5,670</u>	<u>\$ -</u>
<b>Operating Expenses</b>					
Contract Services - Private	3111-12	\$ 2,250	\$ 17,500	\$ 17,500	\$ 15,000
Equipment	4585-12	-	50,000	50,000	25,000
<b>Total Operating Expense</b>		<u>\$ 2,250</u>	<u>\$ 67,500</u>	<u>\$ 67,500</u>	<u>\$ 40,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 6,605</u>	<u>\$ 74,800</u>	<u>\$ 73,170</u>	<u>\$ 40,000</u>



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## General Services

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### **Mission**

To provide the residents of La Puente with a high level of customer service through support services at City Hall.

### **Primary Functions**

The General Services division provides the support services for City Hall and staff through the provision of the Receptionist and other support staff. This division also maintains the budgets for office supplies, postage, utilities and other miscellaneous functions of City Hall and other city facilities.

### **Goals & Objectives**

To maintain an efficient operation of City Hall while offering the highest level of customer service.

## Expenditure Summary – General Services

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: GENERAL SERVICES**  
**FUND: 11 - General Fund**

**Account Code: 4180**

	<b>2013-2014 Actual</b>	<b>2014-2015 Amended Budget</b>	<b>2014-2015 Estimated</b>	<b>2015-2016 Adopted Budget</b>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Operating Expenditures	194,928	204,200	200,100	205,800
Debt Services	289,469	-	-	-
<b>TOTAL</b>	<u>\$ 484,397</u>	<u>\$ 204,200</u>	<u>\$ 200,100</u>	<u>\$ 205,800</u>

**FUNDING SOURCES**

11 - General Fund	<u>\$ 484,397</u>	<u>\$ 204,200</u>	<u>\$ 200,100</u>	<u>\$ 205,800</u>
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**ACCOUNT NUMBER EXPLANATION**

3011-50	Office Supplies	Supplies for City Hall general activities
3013-50	Supplies and Equipment	Janitorial supplies and cost of small equipment purchases
3111-50	Contract Services - Private	DSL and MX Logic spam software support
3211-50	Postage/Mailing Services	Meter postage, express mail, FedEx and postal permits
3711-50	Utility - Gas	Gas utility service for City Hall
3712-50	Utility - Electricity	Electrical utility service for City Hall
3714-50	Utility - Water	Water service for City Hall
3715-50	Utility - Communications	Telephone services for City Hall
3811-50	Equipment Maintenance	Maintenance of City Hall heating and air conditioning, elevator, mail meter, copier service, computer and printer services, emergency generator and other miscellaneous equipment
3813-50	Facility Maintenance	Custodial services, alarm, door mat rentals and pest control for City Hall
3814-50	Landscape maintenance	Landscape maintenance surrounding City Hall
3911-50	Equipment Lease & Rental	Lease for City Hall copier machines
3976-50	Special Departmental	Miscellaneous special departmental supplies
3996-50	IT/Equipment Charges	Allocated information technology and equipment charges
3997-50	Vehicle Charges	Allocated vehicle charges

**Expenditure Detail – General Services**

CITY OF LA PUENTE

FY 2015-2016

DEPARTMENT: GENERAL SERVICES  
 FUND: 11 -General Fund

Account Code: 4180

Description	Acct. No.	2013-2014 Actual	2014-2015 Amended Budget	2014-2015 Estimated	2015-2016 Adopted Budget
<b>Operating Expenses</b>					
Office Supplies	3011-50	\$ 23,195	\$ 17,500	\$ 17,500	\$ 18,200
Furniture/Equipment	3012-50	29	-	-	-
Supplies and Equipment	3013-50	688	-	100	-
Contract Services - Private	3111-50	1,989	3,000	500	500
Postage/Mailing Services	3211-50	18,632	18,700	18,700	19,100
Utility - Gas	3711-50	3,842	2,700	3,500	3,700
Utility - Electricity	3712-50	36,325	39,400	39,400	39,500
Utility - Water	3714-50	9,174	10,000	6,400	8,300
Utility - Communications	3715-50	23,726	29,000	24,800	24,800
Equipment Maintenance	3811-50	13,400	23,500	23,500	25,000
Facility Maintenance	3813-50	38,853	29,000	29,000	31,000
Landscape maintenance	3814-50	16,813	19,800	19,800	19,800
Equipment Lease & Rental	3911-50	8,222	7,200	10,500	10,500
Special Departmental	3976-50	40	-	2,000	1,000
IT/Equipment Charges	3996-50	-	2,900	2,900	2,600
Vehicle Charges	3997-50	-	1,500	1,500	1,800
<b>Total Operating Expense</b>		<u>\$ 194,928</u>	<u>\$ 204,200</u>	<u>\$ 200,100</u>	<u>\$ 205,800</u>
<b>Debt Service</b>					
Debt Service Payment	3990-50	\$ 289,469	\$ -	\$ -	\$ -
<b>Total Debt Service</b>		<u>\$ 289,469</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 484,397</u>	<u>\$ 204,200</u>	<u>\$ 200,100</u>	<u>\$ 205,800</u>



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## Retiree Benefits

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### **Mission**

To provide for costs of benefits costs for City retirees.

### **Primary Functions**

The benefits division covers costs for health premiums and DOC expenses for City retirees.

### **Goals & Objectives**

To provide funding for benefit costs for City retirees.

**Expenditure Summary – Retiree Benefits**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: RETIREE BENEFITS**

**Account Code:**

**4940**

**FUND: 11 - General Fund**

	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
Personnel Services	\$ 291,586	\$ 283,000	\$ 261,500	\$ 279,400
Operating Expenditures	-	-	-	-
<b>TOTAL</b>	<u>\$ 291,586</u>	<u>\$ 283,000</u>	<u>\$ 261,500</u>	<u>\$ 279,400</u>

**FUNDING SOURCES**

11 - General Fund	<u>\$ 291,586</u>	<u>\$ 283,000</u>	<u>\$ 261,500</u>	<u>\$ 279,400</u>
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**ACCOUNT NUMBER EXPLANATION**

- 1311-94 Other Health-DOC Dental, optical and audio reimbursements for Retirees
- 1313-94 Health Insurance - Retirees CalPERS health insurance coverage for Retirees

**Expenditure Detail – Retiree Benefits**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: RETIREE BENEFITS**  
**FUND: 11 - General Fund**

**Account Code: 4940**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Personnel Services</b>					
Annual Leave/Sep Pay	1116-94	\$ -	\$ -	\$ -	\$ -
Retirement	1211-94	-	-	-	-
Other Health-DOC	1311-94	32,557	31,000	30,000	30,000
Disability Insurance - Retirees	1312-94	-	-	-	-
Health Insurance - Retirees	1313-94	259,029	252,000	231,500	249,400
<b>Total Personnel Services</b>		<u>\$ 291,586</u>	<u>\$ 283,000</u>	<u>\$ 261,500</u>	<u>\$ 279,400</u>
<b>Operating Expenses</b>					
Office Supplies	3011-94	\$ -	\$ -	\$ -	\$ -
Special Departmental	3976-94	-	-	-	-
<b>Total Operating Expense</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 291,586</u>	<u>\$ 283,000</u>	<u>\$ 261,500</u>	<u>\$ 279,400</u>



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## **Non-Departmental**

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### **Mission**

To provide for costs that cannot be classify to any particular department.

### **Primary Functions**

The non-departmental division basically covers costs that does not solely relate to one particular department but for the overall services provided by the City. This account was used in FY 2014-15 to account for a transfer out to Sewer Construction/Maintenance Fund.

### **Goals & Objectives**

To provide funding for costs that applies to City as a whole rather than to a certain department.

**Expenditure Summary – Non-Departmental**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: ADMINISTRATION - NON-DEPARTMENTAL**  
**FUND: 11 - General Fund**

**Account Code: 4950**

	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Operating Expenditures	1,713	-	200	2,000
Other Financing Uses	<u>100,000</u>	<u>100,000</u>	<u>-</u>	<u>-</u>
<b>TOTAL</b>	<u>\$ 101,713</u>	<u>\$ 100,000</u>	<u>\$ 200</u>	<u>\$ 2,000</u>

**FUNDING SOURCES**

11 - General Fund	<u>\$ 101,713</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 2,000</u>
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3976-95 Special Departmental Supplies	Miscellaneous supplies and expenses
5990-95 Transfer to Sewer Bond	Loan repayment to Sewer Fund

**Expenditure Detail – Non-Departmental**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: ADMINISTRATION - NON-DEPARTMENTAL**  
**FUND: 11 - General Fund**

**Account Code: 4950**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Operating Expenses</b>					
Special Departmental	3976-95	\$ 1,713	-	\$ 200	\$ 2,000
Total Operating Expenses		\$ 1,713	-	\$ 200	\$ 2,000
<b>Other Financing Uses</b>					
Transfer to Sewer Bond Fund	5990-95	\$ 100,000	\$ 100,000	-	-
<b>Total Other Financing uses</b>		\$ 100,000	\$ 100,000	-	-
<b>TOTAL NON-DEPARTMENTAL</b>		\$ 101,713	\$ 100,000	\$ 200	\$ 2,000



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## **Public Safety Services**

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### **Mission**

Public Safety is a vital concern of the City. It is the City's mission to keep our residents, businesses and neighborhoods free of crime and/or the threat of crime. To this end, the single largest activity in terms of expenditures in the City's annual budget is public safety related expenses.

### **Primary Functions**

The budget appropriation for the Public Safety activity is accounted for in the General Fund and offset to an extent by a variety of federal, state and local grants related to law enforcement. Additional offsets include a portion of the fines paid for traffic citations, all parking citation related funds and impound fees and fines paid by unlicensed drivers. Administration manages the oversight of the Public Safety budget which includes:

- Patrol deployments
- Station Detectives
- Narcotic Detectives
- Special Assignment Team
- Traffic Enforcement
- Motor Deputy
- Gang Enforcement
- Code Enforcement
- Neighborhood and Business Watch Programs
- Special Event Deployment - Deputies deployed at city events
- S.T.A.R. Programming (the LASD version of D.A.R.E - Drug Abuse Resistance Education)
- Prisoner maintenance costs

### **Goals & Objectives**

Major public safety goals are:

- Crime reduction
- School Safety programs
- Community Policing
- Traffic Safety – Congestion Problems
- Reduction of Gang related crimes

### **Public Safety Information**

Over the past two years, the City of La Puente, who contracts police services from the Los Angeles County Sheriff's since 1956, has consistently seen a decrease in criminal activities. This is accredited to the implementation of a Service Area Lieutenant and policing techniques' such as Community and Intelligence based policing practices.

The Service Area Lieutenant (Chief of Police) works with the City Manager and is responsible for:

- Oversight of the law enforcement contract, Code Enforcement Division, and all community policing operations
- Community Oriented Policing – Crime Suppression Activities
- Cooperating with other law enforcement and local agencies
- Acting as a community liaison

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## Public Safety Services

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### **Public Safety Information (continued)**

- Gang Injunction
- Major Event Planning
- Warrant Service
- Serving as a contact point for community related inquiries

Moreover, the City Council has dedicated on-going support and funding to its Sheriff's Special Assignment Team, which addresses immediate quality of life issues, community concerns and the city's graffiti removal program. The implementation of these programs and techniques brought significant recognition as the city received the California Safewise, "50th Safest City Award."

As a result, the City of La Puente Uniform Crime Report (UCR) statistics for calendar year 2014 experienced a decrease in Part I Crimes at **-9.83%**. The efforts of our Community and Intelligence Based Policing models were instrumental in the downward crime trends.

### **Patrol Enforcement:**

For Fiscal Year 2014, homicides were reduced by 50%. La Puente deputies responded to a total of 9,123 calls for service. The average response time for emergency calls was approximately 3.5 minutes. Emergency response times were reduced by 10% (down from Fiscal year 2013).

During FY 2014, La Puente deputies initiated 15,745 observations in the city. Deputies made 581 felony arrests, and 714 misdemeanor arrests. In the previous fiscal year, there were 712 felony arrests, and 524 misdemeanor arrests.

### **Traffic Enforcement:**

La Puente deploys a traffic unit on all shifts and also funds one traffic enforcement motor deputy. Deputies assigned to traffic are dedicated to the safety of the citizens whether they are driving, biking, or walking. Deputies strive to keep the streets safe through active enforcement and high visibility.

For calendar year 2014, our Traffic Enforcement Index (TEI) is **14.0**. The Traffic Enforcement Index calculates how many traffic accidents occur in relation to the number of hazardous violation citations that are issued.

Traffic deputies assigned to the city issued 2,119 traffic citations and arrested 51 motorists for Driving While under the Influence (DUI) of alcohol or drugs. Five of the DUI arrests involved a traffic collision.

For Calendar year 2014, La Puente Traffic Deputies responded to a total of 397 collision investigations (injury 109, non-injury 288) of which one collision resulted in a fatality.

## Expenditure Summary - Public Safety Services

CITY OF LA PUENTE

FY 2015-2016

DEPARTMENT: PUBLIC SAFETY SERVICES  
 FUND: 11 - General Fund

Account Code: 4210

	2013-2014 Actual	2014-2015 Amended Budget	2014-2015 Estimated	2015-2016 Adopted Budget
Operating Expenditures	\$ 4,969,958	\$ 5,013,300	\$ 5,011,300	\$ 5,150,500
<b>TOTAL</b>	<b>\$ 4,969,958</b>	<b>\$ 5,013,300</b>	<b>\$ 5,011,300</b>	<b>\$ 5,150,500</b>

**FUNDING SOURCES**

11 -General Fund	\$ 4,969,958	\$ 5,013,300	\$ 5,011,300	\$ 5,150,500
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**ACCOUNT NUMBER EXPLANATION**

3110-21	Public Safety Contract	Contract costs with the Los Angeles County Sheriffs Department
3113-21	Contract Services - Public	Contract costs for parking citation and animal control services
3183-21	Special Event Services	Law enforcement services for special events
3184-21	Prisoner Maintenance	Costs of maintaining prisoners arrested for crimes committed in the City
3186-91	Liability Trust Fund	Liability trust fund for all services provided by Sheriffs Department
3187-21	Volunteer/Reserve Program	Supplies for volunteer citizens who works with Sheriffs Department
3189-21	School Crossing Guard	School crossing guards
3711-21	Utilities-Communications	Communications
3811-21	Equipment Maintenance	Annual calibration and repair of traffic equipment
3972-21	Conferences & Meetings	Law Enforcement conferences and meetings
3978-21	Special Programs - Saturation	Saturation patrols by Sheriffs Department
3996-21	IT/Equipment Charges	Allocated IT/Equipment Charges
3996-21	Vehicle Charges	Allocated Vehicle Charges

**Expenditure Detail – Public Safety Services**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: PUBLIC SAFETY SERVICES**  
**FUND: 11 -General Fund**

**Account Code: 4210**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Operating Expenses</b>					
Public Safety Contract	3110-21	\$ 3,843,036	\$ 4,795,700	\$ 4,772,100	\$ 4,892,000
Contract Services - Private	3111-21	-	-	-	14,300
Contract Services - Public	3113-21	177,793	-	-	-
General Law Enforcement	3181-21	739,688	-	-	-
Special Event Services	3183-21	20,389	-	-	-
Prisoner Maintenance	3184-21	2,408	3,000	2,000	3,000
Liability Trust Fund	3186-21	173,586	191,800	191,800	194,700
Volunteer/Reserve Program	3187-21	-	-	-	-
School Crossing Guard	3189-21	667	-	-	-
Utilities-Communications	3711-21	1,190	1,000	2,000	1,000
Equipment Maintenance	3811-21	-	-	-	-
Conferences & Meetings	3972-21	605	1,000	-	1,000
Special Programs - Saturation	3978-21	10,596	-	22,600	22,600
IT/Equipment Charges	3996-21	-	5,300	5,300	4,900
Vehicle Charges	3996-21	-	15,500	15,500	17,000
<b>Total Operating Expense</b>		<u>\$ 4,969,958</u>	<u>\$ 5,013,300</u>	<u>\$ 5,011,300</u>	<u>\$ 5,150,500</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 4,969,958</u>	<u>\$ 5,013,300</u>	<u>\$ 5,011,300</u>	<u>\$ 5,150,500</u>



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## Asset Seizure

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### **Primary Functions**

The Asset Forfeiture Fund accounts for revenues derived from monies and property seized in drug-related incidents. Those labeled State or Federal funds indicate the jurisdictional authority over the assets seized and converted to City use. The primary purpose of the Asset Forfeiture Program is to deter drug-related crimes by depriving criminals of the profits and proceeds from trafficking illegal drugs. Another purpose of the program is to enhance cooperation among federal, state, and local law enforcement agencies through the equitable sharing of asset forfeiture proceeds. These funds cannot be used to supplant ongoing operations, for the payment of salaries for existing positions, or for non-law enforcement purposes.

### **Primary Objective**

To provide funds for supplies and equipment for the Sheriff's department that will assist in deterring drug-related crimes.

**Expenditure Summary – Asset Seizure**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: PUBLIC SAFETY SERVICES**  
**FUND: 23 - Asset Seizure Fund**

**Account Code: 4210**

	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
Operating Expenditures	\$ 8,132	\$ 6,200	\$ 2,400	\$ 6,200
<b>TOTAL</b>	<u>\$ 8,132</u>	<u>\$ 6,200</u>	<u>\$ 2,400</u>	<u>\$ 6,200</u>
 <b>FUNDING SOURCES</b>				
23 -Asset Seizure Fund	<u>\$ 8,132</u>	<u>\$ 6,200</u>	<u>\$ 2,400</u>	<u>\$ 6,200</u>

**ACCOUNT NUMBER EXPLANATION**

3013-21 Supplies & Equipment                      Cost for supplies & equipment for the Sheriff's department

**Expenditure Detail – Asset Seizure**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: PUBLIC SAFETY SERVICES**

**Account Code: 4210**

**FUND: 23 - Asset Seizure Fund**

	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
Operating Expenditures	\$ 8,132	\$ 6,200	\$ 2,400	\$ 6,200
<b>TOTAL</b>	<u>\$ 8,132</u>	<u>\$ 6,200</u>	<u>\$ 2,400</u>	<u>\$ 6,200</u>
 <b><u>FUNDING SOURCES</u></b>				
23 -Asset Seizure Fund	<u>\$ 8,132</u>	<u>\$ 6,200</u>	<u>\$ 2,400</u>	<u>\$ 6,200</u>

**ACCOUNT NUMBER EXPLANATION**

3013-21   Supplies & Equipment                      Cost for supplies & equipment for the Sheriff's department



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## **Supplemental Law Enforcement**

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### **Mission**

The Supplemental Law Enforcement Services Fund (SLESF) Grant (Proposition 172, circa 1992) is restricted funding received from the State under the State Citizens Option for Public Safety Program. Certain implementation procedures are required prior to the use of these funds, and the funds must not be used to supplant existing funding for law enforcement.

### **Primary Functions**

The State awards this on-going grant contribution, annually, to local law enforcement agencies in the amount of approximately \$100,000 a year to provide funding for new program personnel, overtime, equipment, and/or other uses within the police department. Expenditures must link to front-line police services.

### **Goals & Objectives**

Major public safety goals are:

- Crime reduction
- School Safety programs
- Community Policing
- Traffic Safety – Congestion Problems
- Reduction of Gang related crimes

### **Public Safety Information**

- The Police Department's SLESF will provide funds for personnel and equipment supporting the Department's community policing efforts and front-line support.
- For the FY2014-2015 budget cycle, the City will expend existing funds for personnel and equipment supporting the department's front-line, community policing efforts and for other permissible law enforcement uses.

**Expenditure Summary – Supplemental Law Enforcement**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: PUBLIC SAFETY SERVICES**  
**FUND: 25 - Supplemental Law Enforcement Fund**

**Account Code: 4210**

	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
Transfer to Other Funds	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000
<b>TOTAL</b>	<u>\$ 200,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>

**FUNDING SOURCES**

25 -Supplement Law Enforcement Fund	<u>\$ 200,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>
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**ACCOUNT NUMBER EXPLANATION**

4999-21	Transfer to General Fund	Transfers funds to the General Fund to assist in funding front-line police services
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**Expenditure Detail – Supplemental Law Enforcement**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: PUBLIC SAFETY SERVICES**  
**FUND: 25 - Supplemental Law Enforcement Fund**

**Account Code: 4210**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Operating Expenses</b>					
Transfer to General Fund	4999-21	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000
<b>Total Operating Expense</b>		<u>\$ 200,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 200,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>



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## JAG Grant

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### **Mission**

Byrne JAG is awarded to states and territories by a formula based on population and Part 1 violent crimes. Sixty percent of a state's total allocation flows from the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), and Bureau of Justice Assistance (BJA) to the state's criminal justice planning agency, the State Administering Agency (SAA). The SAA, in turn, passes a designated percentage (called the Variable Pass Through) to local governments and, through them, to non-profit service providers. The grant is awarded to states and units of local government to support crime prevention.

### **Primary Function**

The Edward Byrne Memorial Justice Grant Program (JAG) allows states and units of local government, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. Grants funds can be used for local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice.

### **Goals & Objectives**

To patrol and address special problems and gang enforcement in order to reduce crime and violence in the community.

**Expenditure Summary – JAG Grant**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: PUBLIC SAFETY SERVICES**  
**FUND: 28 - JAG Grant Fund**

**Account Code: 4210**

	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
Operating Expenditures	\$ 11,230	\$ 20,500	\$ 20,000	\$ 12,100
<b>TOTAL</b>	<u>\$ 11,230</u>	<u>\$ 20,500</u>	<u>\$ 20,000</u>	<u>\$ 12,100</u>
 <b><u>FUNDING SOURCES</u></b>				
28 -JAG Grant Fund	<u>\$ 11,230</u>	<u>\$ 20,500</u>	<u>\$ 20,000</u>	<u>\$ 12,100</u>

**ACCOUNT NUMBER EXPLANATION**

3978-21 Special Programs - Saturation Costs of saturation patrols by Sheriffs Department

**Expenditure Detail – JAG Grant**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: PUBLIC SAFETY SERVICES**  
**FUND: 28 - JAG Grant Fund**

**Account Code: 4210**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
Special Programs	3978-21	\$ 11,230	\$ 20,500	\$ 20,000	\$ 12,100
<b>Total Operating Expense</b>		<u>\$ 11,230</u>	<u>\$ 20,500</u>	<u>\$ 20,000</u>	<u>\$ 12,100</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 11,230</u>	<u>\$ 20,500</u>	<u>\$ 20,000</u>	<u>\$ 12,100</u>



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## **Emergency Preparedness**

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### **Mission**

The mission of the Emergency Preparedness Department is to prepare City Staff to respond to emergencies as could occur in our city and region. The predominant threat to our region would be from earthquakes. The secondary mission of the division is to inform citizens about individual and family emergency preparedness.

### **Primary Functions**

The Emergency Preparedness Department is responsible for maintaining supplies and equipment for emergencies. As such, the City currently maintains supplies such as folding cots, blankets and first aid supplies in four locations in the City. The department is also responsible for training City Staff in basic first aid and CPR. The department also provides public outreach and education to the community about their role in preparing themselves and their families to react to emergencies.

### **Goals & Objectives**

#### Training:

- Train all City Staff in basic first aid, CPR and the use of an Automatic External Defibrillator (AED)
- Train all City Staff to meet National Incident Management System (NIMS) compliance requirements
- Develop Community Emergency Response Teams (CERT Teams)

#### Equipment and Material:

- Maintain pre-positioned supplies and equipment
- Procure new supplies and technology

#### Public Relations:

- Meet with local civic and religious groups to promote individual preparedness
- Provide emergency preparedness checklists and other public outreach

### **Fiscal Year 2015-2016 Goals**

- Revise local emergency preparedness to follow State guidelines
- Replenishing emergency food rations
- Replacing stored water for use in a major emergency
- Participate in the SGVCOG Sub-committee on Emergency Preparedness
- Providing additional outreach and public information

## Expenditure Summary – Emergency Preparedness

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: EMERGENCY PREPAREDNESS SERVICES**  
**FUND: 11 - General Fund**

**Account Code: 4220**

	<b>2013-2014 Actual</b>	<b>2014-2015 Amended Budget</b>	<b>2014-2015 Estimated</b>	<b>2015-2016 Adopted Budget</b>
Operating Expenditures	\$ 11,402	\$ 25,400	\$ 21,900	\$ 17,600
<b>TOTAL</b>	<b>\$ 11,402</b>	<b>\$ 25,400</b>	<b>\$ 21,900</b>	<b>\$ 17,600</b>
 <b><u>FUNDING SOURCES</u></b>				
11 - General Fund	\$ 11,402	\$ 25,400	\$ 21,900	\$ 17,600

**ACCOUNT NUMBER EXPLANATION**

3012-22	Furniture/Equipment	Emergency equipment and supplies
3152-22	Emergency Preparedness Training	CPR/AED first aid and other emergency training
3715-22	Utility - Communications	Costs for emergency communication
3971-22	Dues & Memberships	Membership in Area D professional organization
3996-22	IT/Equipment Charges	Allocated IT/Equipment Charges

**Expenditure Detail – Emergency Preparedness**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: EMERGENCY PREPAREDNESS SERVICES**  
**FUND: 11 -General Fund**

**Account Code: 4220**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Operating Expenses</b>					
Furniture/Equipment	3012-22	\$ 361	\$ 15,000	\$ 15,000	\$ 15,000
Emergency Preparedness Training	3152-22	-	500	-	-
Utility - Communications	3715-22	9,042	7,000	4,000	-
Dues & Memberships	3971-22	1,999	-	-	-
IT/Equipment Charges	3996-22	-	2,900	2,900	2,600
<b>Total Operating Expense</b>		<u>\$ 11,402</u>	<u>\$ 25,400</u>	<u>\$ 21,900</u>	<u>\$ 17,600</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 11,402</u>	<u>\$ 25,400</u>	<u>\$ 21,900</u>	<u>\$ 17,600</u>

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## **Code Enforcement Services**

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### **Mission**

To work in partnership with the people of La Puente to maintain a safe and desirable living and working environment; to improve the quality of La Puente's neighborhoods through education, enforcement and abatement; and to respond to community concerns and achieve code compliance while maintaining high professional standards and continually seeking improvements and innovations.

### **Primary Functions**

The Code Enforcement Division is responsible for responding to complaints or inquiries regarding possible violations of zoning, land use, public nuisance, and parking ordinances and restrictions. The Division also identifies and initiates proactive enforcement on significant cases. The Division works with individual property owners to craft work programs and deadlines to achieve compliance. Although achieving voluntary compliance is a primary objective, Code Enforcement staff uses citations and abatement orders to motivate compliance if efforts to achieve voluntary compliance are ineffective.

### **Goals & Objectives**

- To conserve and improve the condition of the City's housing stock and commercial and industrial areas.
- To respond quickly and effectively to complaints from the public about property maintenance issues.
- To exemplify first-rate customer service by enforcing City regulations courteously but firmly.
- To recover costs of enforcement in cases where recovery cost is applicable.
- To review and revise the policies and procedures to increase efficiency and effectiveness in resolving cases.
- To coordinate property maintenance activities within the City with other divisions and departments.

### **Fiscal Year 2015-2016 Goals**

- Implement a mobile work space to assist officers with increased productivity in the field while enforcing maintenance regulations for properties throughout the City. (In Progress)
- Establish modified Procedures to Focus on Chronic Violators
- Enforcement of parking restrictions
- Monitor various violations to present workable alternatives to current enforcement strategies.
- Establish enforcement priorities and effective methods to manage cases while effectively handling high priority violations while meeting the communities' expectations for service.
- Explore ways to streamline operations to improve efficiencies, maximizing the use of all enforcement remedies to improve voluntary compliance, and increasing fines/revenues where voluntary compliance fails.
- Improve the public's knowledge of, and accessibility to, Code Enforcement services and related forms over the Internet
- Continue to enforce National Pollutant Discharge Elimination System (NPDES) violations
- Continue to assist the Building Division with illegal construction activity.
- Continue to enforce prohibition of non- permitted vendors throughout the City.
- Continue to work and coordinate with Sheriff's Department, Health Department, Social Services Department, Vector Control, Animal Control, and Air Quality Management district on cases involving multiple violations that require involvement of such agencies.

**Code Enforcement Services**

**Fiscal Years 2015-2016 Goals (continued)**

- Provide Animal License canvassing throughout the City to ensure pet owners have obtained the appropriate licenses and vaccinations for their animals.
- Review policies and procedures to determine the processes of the Code Enforcement Division and how staff may be able to respond more effectively to property maintenance complaints.
- Maintain the Abandoned and Distressed Property registration program to assist with reducing the number of prolonged property maintenance violations at bank owned homes within the City.
- Review and update fines and established resolutions to ensure they are in line with surrounding jurisdictions and effective in prohibiting violations

<b><u>Full Time Equivalent (FTE)</u></b>	<b><u>Actual 2013-14</u></b>	<b><u>Adopted Budget 2014-15</u></b>	<b><u>Projected Budget 2014-15</u></b>	<b><u>Adopted Budget 2015-16</u></b>
Code Enforcement Manager	1.00	1.00	1.00	1.00
Code Enforcement Supervisor	1.00	1.00	1.00	0.00
Office Assistant	1.00	1.00	1.00	0.00
Senior Code Enforcement Officer	3.00	3.00	3.00	0.00
Community Service Officer	0.00	0.00	0.00	1.50
Code Enforcement Officer	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>4.00</u>
<b>Total FTE</b>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>6.50</u>

## Expenditure Summary – Code Enforcement Services

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: CODE ENFORCEMENT SERVICES**

**Account Code:**

**4470**

**FUND: 11 - General Fund**

	<b>2013-2014</b>	<b>2014-2015</b>	<b>2014-2015</b>	<b>2015-2016</b>
	<b>Actual</b>	<b>Amended</b>	<b>Estimated</b>	<b>Adopted</b>
		<b>Budget</b>		<b>Budget</b>
Personnel Services	\$ 595,642	\$ 184,500	\$ 62,600	\$ 173,800
Operating Expenditures	106,726	241,800	295,300	254,900
<b>TOTAL</b>	<b>\$ 702,368</b>	<b>\$ 426,300</b>	<b>\$ 357,900</b>	<b>\$ 428,700</b>

**FUNDING SOURCES**

11- General Fund	<u>\$ 702,368</u>	<u>\$ 426,300</u>	<u>\$ 357,900</u>	<u>\$ 428,700</u>
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**ACCOUNT NUMBER EXPLANATION**

1111-47	Salaries - Full-time	Salaries for Code Enforcement Manager (50%)
1112-47	Salaries - Part-time	Salaries of Part-Time Code Enforcement Officers and Community Service Officers
1117-47	Overtime	Overtime pay for full time employees
1118-47	Leave Conversion Incentives	Conversion of accrued leave
1211-47	Retirement	Costs of City's and employee's retirement at CalPERS
1212-47	FICA-Medicare	Medicare benefits for full-time and part-time employees
1213-47	Retirement-PST	Retirement contribution for part-time staff
1311-47	Other Health-DOC	Dental, optical and audio reimbursement costs
1312-47	Disability Insurance	Disability insurance & survivor's benefits
1313-47	Life Insurance	Term life insurance
1314-47	Health Insurance	CalPERS health insurance coverage
3011-47	Office Supplies	General office supplies, pens, refills, file folders, printer ink, and other miscellaneous items
3012-47	Furniture/Equipment	First aid kits, fire extinguishers for vehicles, lockers for issued equipment
3013-47	Supplies and Equipment	Replacement of furniture and equipment
3015-47	Uniform/Boot Reimbursement	Uniforms for division staff including jackets for special events and uniform accessories
3111-47	Contract Services - Private	Parking and Administrative citation processing, collections and recovery service, Administrative Hearing officer, Case management software support, & Property data information
3113-47	Contract Services - Public	Animal Control Contract
3114-47	Legal Fees - General	Code enforcement prosecutor services including compliance notices, office conferences, assistance with warrant activities, and prosecution
3151-47	Training/Education Reimbursement	Training & education reimbursement
3411-47	Printing & Publishing	Printing of parking citations, envelopes, fliers and other distributed notifications
3812-47	Vehicle Maintenance	Maintenance costs for vehicles
3971-47	Dues & Memberships	Membership to the CA Association of Code Enforcement Officers
3972-47	Conferences & Meetings	Professional development through CACEO, California Public Parking association, MMASC and other professional organizations. Attendance at annual conference and regional training/events.
3997-47	Vehicle Charges	Allocated motor pool charges and information technology charges

**Expenditure Detail – Code Enforcement Services**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: CODE ENFORCEMENT SERVICES**  
**FUND: 11 - General Fund**

**Account Code: 4470**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-47	\$ 264,962	\$ -	\$ -	\$ 38,300
Salaries - Part-time	1112-47	10,249	184,500	62,100	121,500
Overtime	1117-47	9,989	-	-	-
Leave Conversion Incentives	1118-47	1,686	-	-	-
Retirement	1211-47	61,971	-	-	2,600
FICA-Medicare	1212-47	6,523	-	400	600
Retirement-PST	1213-47	384	-	-	-
Other Health-DOC	1311-47	6,722	-	-	1,000
Disability Insurance	1312-47	2,381	-	-	500
Life Insurance	1313-47	797	-	100	100
Health Insurance	1314-47	58,882	-	-	9,200
<b>Total Personnel Services</b>		<u>\$ 595,642</u>	<u>\$ 184,500</u>	<u>\$ 62,600</u>	<u>\$ 173,800</u>
<b>Operating Expenses</b>					
Office Supplies	3011-47	\$ 361	\$ 1,000	\$ 2,500	\$ 1,000
Furniture/Equipment	3012-47	15,662	-	2,000	-
Supplies and Equipment	3013-47	-	-	500	-
Uniforms/Boot Reimbursement	3015-47	2,341	2,700	6,000	5,000
Contract Services - Private	3111-47	34,561	160,000	120,000	35,000
Contract Services - Public	3113-47	-	-	100,000	150,000
Legal Fees - General	3114-47	25,406	13,000	2,500	5,000
Training/Education Reimb	3151-47	94	-	-	-
Printing & Publishing	3411-47	1,560	1,700	1,700	1,500
Vehicle Maintenance	3812-47	-	5,000	2,000	-
Equipment Lease and Rental	3911-47	-	-	-	-
Subscriptions & Publications	3961-47	-	-	-	-
Dues & Memberships	3971-47	388	400	-	400
Conferences & Meetings	3972-47	4,053	-	100	-
IT/Equipment Charges	3996-47	-	34,700	34,700	31,500
Vehicle Charges	3997-47	22,300	23,300	23,300	25,500
<b>Total Operating Expense</b>		<u>\$ 106,726</u>	<u>\$ 241,800</u>	<u>\$ 295,300</u>	<u>\$ 254,900</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 702,368</u>	<u>\$ 426,300</u>	<u>\$ 357,900</u>	<u>\$ 428,700</u>



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## Public Works

### Mission

To provide public facilities and infrastructure (streets, roads, curbs, sidewalks, gutters, etc.) in La Puente which are functional, aesthetically pleasing, in good condition, safe, and appropriately maintained.

### Primary Functions

Public Works Services oversees and directs a variety of maintenance services on publicly owned properties and rights-of-way, maintains the cleanliness and positive image of the City, and provides a safe environment for the public. Additional services provided under the guidance of Development Services includes maintenance of facilities, streets, sidewalks, signals and safety lights, traffic signs and legends, street sweeping, water, trees, greenscape, sewers, graffiti abatement and emergency maintenance services.

### Goals & Objectives

- Continue providing a well-respected, motivated, customer service oriented and responsive Public Works Division.
- Increase and improve technical education and safety training department-wide.
- Continue graffiti abatement services seven day a week.
- Re-establish the multi-year grid tree trimming program throughout the City.
- Comply with requirements of the new MS4 permit for storm water run-off.
- Seek grant opportunities to enhance the City's urban forest.

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2013-14</u>	<u>Adopted Budget 2014-15</u>	<u>Projected Budget 2014-15</u>	<u>Adopted Budget 2015-16</u>
City Manager	0.00	0.00	0.00	0.02
Finance Manager	0.00	0.00	0.00	0.02
Finance Services Supervisor	0.00	0.00	0.00	0.05
Development Services Director	0.00	0.00	0.00	0.30
Maintenance Superintendent	1.00	1.00	1.00	0.70
Maintenance Worker	5.00	5.00	5.00	2.20
Office Assistant	<u>0.00</u>	<u>0.00</u>	<u>0.35</u>	<u>0.35</u>
<b>Total FTE</b>	<u>6.00</u>	<u>6.00</u>	<u>6.35</u>	<u>3.64</u>

## Expenditure Summary – Public Works

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: PUBLIC WORKS SERVICES**

**Account Code:**

**4330**

**FUND: 32 - State Gas Tax Fund**

	<b>2013-2014 Actual</b>	<b>2014-2015 Amended Budget</b>	<b>2014-2015 Estimated</b>	<b>2015-2016 Adopted Budget</b>
Personnel Services	\$ 365,667	\$ 422,500	\$ 286,700	\$ 346,700
Operating Expenditures	581,443	541,100	505,800	604,800
Debt Services	-	-	-	-
<b>TOTAL</b>	<b>\$ 947,110</b>	<b>\$ 963,600</b>	<b>\$ 792,500</b>	<b>\$ 951,500</b>

**FUNDING SOURCES**

32 - State Gas Tax Fund	\$ 947,110	\$ 963,600	\$ 792,500	\$ 951,500
<b>TOTAL</b>	<b>\$ 947,110</b>	<b>\$ 963,600</b>	<b>\$ 792,500</b>	<b>\$ 951,500</b>

**ACCOUNT NUMBER EXPLANATION**

1111-53 Salaries Full-Time	Salaries of Director of Development Services (30%), Maintenance Superintendent (70%), three (3) Maintenance Workers (220%) , City Manager (2%), Finance Manager (2%), and Finance Services Supervisor (5%)
1112-53 Salaries Part-Time	Salaries of part-time staff
1117-53 Overtime	Overtime pay for full time employees
1211-53 Retirement	Costs of City's and employee's retirement at CalPERS
1212-53 FICA-Medicare	Medicare benefits for full-time and part-time employees
1213-53 Retirement - PST	Retirement contribution for part-time staff
1311-53 Other Health-DOC	Dental, optical and audio reimbursements
1312-53 Disability Insurance	Disability insurance & survivor's benefits
1313-53 Life Insurance	Term life insurance
1314-53 Health Insurance	Costs of health insurance coverage from CalPERS
3012-53 Furniture/Equipment	Tools and equipment for work within the Public Right-of-Way and miscellaneous other items related to the Public Right-of-Way
3013-53 Supplies and Equipment	Miscellaneous supplies and equipment
3016-53 Graffiti Removal Supplies	Paint and supplies for removal of graffiti within the Public Right-of-Way
3111-53 Contract Services - Private	EWMP Preparation Cost - \$5,000; NPDES/CIMP Water Sampling - \$40,000; Special event traffic control costs - \$50,000; NPDES Services - \$20,000; As-needed Engineering Services - \$20,000; Speed survey - \$20,000.
3714-53 Utilities - Hwy Lights	Electrical costs for all highway safety lights at signalized locations in the City
3814-53 Landscape Maintenance	Weekly maintenance of islands and medians city-wide and other landscaped public rights-of-way
3815-53 Parkway Tree Maintenance	Annual grid street tree trimming services and as-needed tree removal, plantings, and emergency tree trimming
3817-53 Street/Sidewalk Maintenance	Contract street, sidewalk/curb and gutter, and other public right-of-way maintenance through LA County
3819-53 Signal Maintenance	Regular monthly maintenance and emergency repairs to traffic signals at intersections in the City
3821-53 Traffic markings/Signs	Replacement/repair and new street and traffic signs, traffic stripping and markings
3996-53 IT/Equipment Charges	Allocated information technology charges
3977-53 Vehicle Charges	Allocated motor pool charges

**Expenditure Detail – Public Works**

CITY OF LA PUENTE

FY 2015-2016

DEPARTMENT: PUBLIC WORKS SERVICES  
 FUND: 32 -State Gas Tax Fund

Account Code: 4330

Description		2013-2014 Actual	2014-2015 Amended Budget	2014-2015 Estimated	2015-2016 Adopted Budget
<b>Personnel Services</b>					
Salaries - Full-time	1111-53	\$ 184,598	\$ 229,100	\$ 172,700	\$ 207,200
Salaries - Part-time	1112-53	52,257	50,800	20,000	30,000
Overtime	1117-53	9,039	10,500	10,500	5,000
Leave Conversion Incentives	1118-53	2,871	-	-	-
Retirement	1211-53	39,881	54,300	28,200	43,500
FICA-Medicare	1212-53	3,616	4,000	2,500	3,000
Retirement - PST	1213-53	1,960	-	-	-
Other Health-DOC	1311-53	8,578	9,000	6,200	6,600
Disability Insurance	1312-53	1,743	3,300	2,500	2,900
Life Insurance	1313-53	727	700	600	600
Health Insurance	1314-53	60,397	60,800	43,500	47,900
<b>Total Personnel Services</b>		<u>\$ 365,667</u>	<u>\$ 422,500</u>	<u>\$ 286,700</u>	<u>\$ 346,700</u>
<b>Operating Expenses</b>					
Furniture/Equipment	3012-53	\$ 2,411	\$ 10,000	\$ 9,900	\$ 5,000
Supplies and Equipment	3013-53	68	-	800	1,000
Graffiti Removal Supplies	3016-53	8,148	11,000	15,000	16,300
Contract Services - Private	3111-53	216,338	105,200	105,200	145,000
Utilities - Highway Lights	3713-53	30,389	27,500	27,500	28,600
Utilities - Water	3714-53	8,587	30,000	33,500	33,800
Landscape Maintenance	3814-53	42,362	36,000	53,200	48,200
Parkway Tree Maintenance	3815-53	85,936	135,000	75,000	135,000
Street/Sidewalk Maintenance	3817-53	47,583	50,000	50,000	55,000
Signal Maintenance	3819-53	111,215	110,400	110,400	115,000
Traffic markings/Signs	3821-53	20,306	17,800	17,100	17,500
IT/Equipment Charges	3996-53	2,600	5,300	5,300	2,600
Vehicle Charges	3977-53	5,500	2,900	2,900	1,800
<b>Total Operating Expense</b>		<u>\$ 581,443</u>	<u>\$ 541,100</u>	<u>\$ 505,800</u>	<u>\$ 604,800</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 947,110</u>	<u>\$ 963,600</u>	<u>\$ 792,500</u>	<u>\$ 951,500</u>
<b>GRAND TOTAL EXPENDITURES</b>		<u>\$ 947,110</u>	<u>\$ 963,600</u>	<u>\$ 792,500</u>	<u>\$ 951,500</u>



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## Streets and Sidewalks (Measure R)

### Mission

To fund capital improvement projects that protect, maintain, or improve streets, sidewalks, medians and panels, and other related roadway areas in the City.

### Primary Functions

Measure R funds are used in concert with other funding sources to maintain or improve streets and related improvements in the public right-of-way. The funds are used for staff costs to manage and/or implement capital improvement projects.

### Goals & Objectives

Provide project oversight and administration of Measure R funded projects listed under Capital Projects.

### Fiscal Year 2015-2016 Goals

- Provide local matching funds for the federal HSIP grant for traffic signal improvements.
- Complete the local streets resurfacing project and sidewalk improvements.
- Continue to provide funding and staff for oversight of capital improvement projects utilizing Measure R funds

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2013-14</u>	<u>Adopted Budget 2014-15</u>	<u>Projected Budget 2014-15</u>	<u>Adopted Budget 2015-16</u>
Development Service Director	0.10	0.10	0.10	0.10
<b>Total FTE</b>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>

## Expenditure Summary – Streets and Sidewalks (Measure R)

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: STREETS/SIDEWALKS (MEASURE R)**  
**FUND: 47 - Measure "R" Fund**

**Account Code: 4390**

	<b>2013-2014 Actual</b>	<b>2014-2015 Amended Budget</b>	<b>2014-2015 Estimated</b>	<b>2015-2016 Adopted Budget</b>
Personnel Services	\$ -	\$ 17,300	\$ -	\$ 19,700
Operating Expenditures	-	4,400	-	4,400
Transfer to Other Funds	10,630	-	-	-
<b>TOTAL</b>	<b>\$ 10,630</b>	<b>\$ 21,700</b>	<b>\$ -</b>	<b>\$ 24,100</b>

**FUNDING SOURCES**

47 - Measure "R" Fund	\$ 10,630	\$ 21,700	\$ 20,200	\$ 24,100
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**ACCOUNT NUMBER EXPLANATION**

1111-39	Salaries - Full-time	Salaries of Development Services Director (10%)
1211-39	Retirement	Costs of City's and employee's retirement at CalPERS
1212-39	FICA-Medicare	Medicare benefits for full-time and part-time employees
1311-39	Other Health-DOC	Dental, optical and audio reimbursement costs
1312-39	Disability Insurance	Disability insurance & survivor's benefits
1313-39	Life Insurance	Term life insurance
1314-39	Health Insurance	CalPERS health insurance coverage
3996-39	IT/Equipment Charges	Allocated information technology charges
3977-39	Vehicle Charges	Allocated motor pool charges

**Expenditure Detail – Streets and Sidewalks (Measure R)**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: STREETS/SIDEWALKS (MEASURE R)**  
**FUND: 47 - Measure "R" Fund**

**Account Code: 4390**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-39	\$ -	\$ 12,600	\$ 12,800	\$ 16,000
Retirement	1211-39	-	3,000	900	1,100
FICA-Medicare	1212-39	-	200	200	200
Other Health-DOC	1311-39	-	200	200	200
Disability Insurance	1312-39	-	200	200	200
Life Insurance	1313-39	-	100	100	100
Health Insurance	1314-39	-	1,000	1,400	1,900
<b>Total Personnel Services</b>		<u>\$ -</u>	<u>\$ 17,300</u>	<u>\$ 15,800</u>	<u>\$ 19,700</u>
<b>Operating Expenses</b>					
IT/Equipment Charges	3996-39	\$ -	\$ 2,900	\$ 2,900	\$ 2,600
Vehicle Charges	3977-39	-	1,500.00	1,500.00	1,800
<b>Total Operating Expense</b>		<u>\$ -</u>	<u>\$ 4,400</u>	<u>\$ 4,400</u>	<u>\$ 4,400</u>
<b>Transfer to Other Funds</b>					
Transfer to Other Funds	4999-39	\$ 10,630	\$ -	\$ -	\$ -
<b>Total Transfer to Other Funds</b>		<u>\$ 10,630</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL EXPENDITURES</b>		<u><u>\$ 10,630</u></u>	<u><u>\$ 21,700</u></u>	<u><u>\$ 20,200</u></u>	<u><u>\$ 24,100</u></u>



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## Public Transit Services (Prop A)

### Mission

To provide local transportation services to meet the transit needs of La Puente residents.

### Primary Functions

The Development Services Development Department provides a number of transit services utilizing Proposition A funds. The services include the subsidization of monthly MTA and Foothill Transit bus passes and monthly Metro link rail passes. The purpose of the program is to provide residents with an affordable alternative to private automobiles and to encourage the use of mass transit options to reduce traffic congestion and improve air quality. Prop A funds are also used to provide a fixed route shuttle service that supplements Foothill Transit and MTA buses for local destinations and for a dial-a-ride Paratransit system for seniors and the disabled. Other uses of Prop A funds include the maintenance of bus shelters, providing transportation for special events, and for other related costs such as advertising transit programs in local publications.

### Goals & Objectives

- To have a safe and efficient arterial street system that benefits residents and businesses and integrates with the larger San Gabriel Valley transportation network.
- To have a safe and efficient local street system that is attractive and meets the needs of the community.
- To have diverse alternative modes of transportation which are safe and efficient for commuters, and available to persons of all income levels and disabilities.

### Fiscal Year 2015-2016 Goals

- To continue the provision of bus/rail passes subsidies to encourage the use of mass transit and to make mass transit affordable and convenient to those that do not have private vehicles.
- To continue the *Link* fixed-route shuttle service for short-distance local trips with one-hour maximum round-trips.
- To continue to provide dial-a-ride services for seniors and the disabled that is prompt and efficient.
- To provide pleasant and attractive bus stops and to enforce truck routes.
- To implement transportation demand management programs.
- To support regional transportation planning efforts through the San Gabriel Valley Council of Governments.

<u>Full Time Equivalent (FTE)</u>	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>Budget</u> <u>2014-15</u>	<u>Projected</u> <u>Budget</u> <u>2014-15</u>	<u>Adopted</u> <u>Budget</u> <u>2015-16</u>
City Manager	0.00	0.00	0.00	0.01
Development Services Director	1.02	0.02	0.02	0.02
Finance Manager	0.00	0.00	0.00	0.02
Financial Services Supervisor	0.50	0.50	0.50	0.05
Accounting Assistant	1.50	1.50	1.50	1.50
Assistant Planner	<u>0.30</u>	<u>0.30</u>	<u>0.30</u>	<u>0.60</u>
<b>Total FTE</b>	<u>2.32</u>	<u>2.32</u>	<u>2.32</u>	<u>1.90</u>

**Expenditure Summary – Public Transit Services (Prop A)**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: DEVELOPMENT SERVICES**

**Account Code: 4390**

**FUND: 48 - Prop "A" Fund**

	<b>2013-2014 Actual</b>	<b>2014-2015 Amended Budget</b>	<b>2014-2015 Estimated</b>	<b>2015-2016 Adopted Budget</b>
Personnel Services	\$ 114,578	\$ 145,400	\$ 143,800	\$ 167,200
Operating Expenditures	683,623	735,500	721,100	753,100
<b>TOTAL</b>	<b>\$ 798,201</b>	<b>\$ 880,900</b>	<b>\$ 864,900</b>	<b>\$ 920,300</b>

**FUNDING SOURCES**

48 - Prop "A" Fund	\$ 798,201	\$ 880,900	\$ 864,900	\$ 920,300
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**ACCOUNT NUMBER EXPLANATION**

1111-41 Salaries - Full-time	Salaries for City Manager (1%), Finance Services Supervisor (5%), Accounting Assistant (3) (150%), Development Services Director (2%), Finance Manager (2%), and Assistant Planner (30%)
1211-41 Retirement	Costs of City's and employee's retirement at CalPERS
1212-41 FICA-Medicare	Medicare benefits for full-time and part-time employees
1213-41 Retirement -PST	Retirement contribution for part-time staff
1311-41 Other Health-DOC	Dental, optical and audio reimbursement costs
1312-41 Disability Insurance	Disability insurance & survivor's benefits
1313-41 Life Insurance	Term life insurance
1314-41 Health Insurance	CalPERS health insurance coverage

**Expenditure Detail – Public Transit Services (Prop A)**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: PLANNING & ZONING**  
**FUND: 48 -Prop "A" Fund**

**Account Code: 4390**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-39	\$ 69,381	\$ 89,700	\$ 89,000	\$ 104,800
Retirement	1211-39	14,707	21,300	21,300	26,300
FICA-Medicare	1212-39	1,007	1,300	1,200	1,500
Other Health-DOC	1311-39	3,000	3,800	3,000	3,800
Disability Insurance	1312-41	666	1,300	1,200	1,500
Life Insurance	1313-41	268	300	400	300
Health Insurance	1314-41	25,549	27,700	27,700	29,000
<b>Total Personnel Services</b>		<u>\$ 114,578</u>	<u>\$ 145,400</u>	<u>\$ 143,800</u>	<u>\$ 167,200</u>
<b>Operating Expenses</b>					
Postage & Mailing	3211-39	\$ -	\$ 400	\$ 400	\$ 200
Spotlight Publication	3415-39	5,294	5,700	5,700	5,700
Bus Shelter Maintenance	3816-39	24,863	28,400	28,000	28,000
Special Event Transportation	3914-39	6,034	5,000	5,000	5,000
Public Transit Subsidy	3915-39	184,435	190,000	175,000	180,000
Dial-A-Ride Services	3916-39	80,546	79,000	79,000	81,000
Fixed Route Shuttle	3917-39	366,918	415,000	415,000	425,000
Dues & Memberships	3971-39	8,533	7,600	8,600	8,700
IT/Equipment Charges	3996-41	1,400	2,900	2,900	4,900
Vehicle Charges	3997-41	5,600	1,500	1,500	14,600
<b>Total Operating Expense</b>		<u>\$ 683,623</u>	<u>\$ 735,500</u>	<u>\$ 721,100</u>	<u>\$ 753,100</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 798,201</u>	<u>\$ 880,900</u>	<u>\$ 864,900</u>	<u>\$ 920,300</u>



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## Streets and Sidewalks (Prop C)

### Mission

To fund capital improvement projects that protect, maintain, or improve streets, sidewalks, and bus stops along streets and corridors that are used for public transit services.

### Primary Functions

Proposition C funds are used in concert with other funding sources to maintain or improve streets and related improvements on transit routes. The funds are used for staff costs to manage and/or implement capital projects.

### Goals & Objectives

Provide project oversight and administration of Prop C-funded projects listed under Capital Projects.

### Fiscal Years 2015-2016 Goals

- Complete the Temple Ave. and Glendora Avenue sidewalk and parkway improvements and street resurfacing.
- Complete the street resurfacing of a major street arterial.
- Continue to provide funding and staff for oversight of capital improvement projects utilizing Prop C funds.

<u>Full Time Equivalent (FTE)</u>	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>Budget</u> <u>2014-15</u>	<u>Projected</u> <u>Budget</u> <u>2014-15</u>	<u>Adopted</u> <u>Budget</u> <u>2015-16</u>
City Manager	0.00	0.00	0.00	0.01
Finance Manager	0.00	0.00	0.00	0.02
Finance Services Supervisor	0.00	0.00	0.00	0.02
Development Services Director	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
<b>Total FTE</b>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.15</u>

**Expenditure Summary – Streets and Sidewalks (Prop C)**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: STREETS/SIDEWALKS (PROP C)**

**Account Code:**

**4394**

**FUND: 49 - Prop "C" Fund**

	<b>2013-2014</b>	<b>2014-2015</b>	<b>2014-2015</b>	<b>2015-2016</b>
	<b>Actual</b>	<b>Amended</b>	<b>Estimated</b>	<b>Adopted</b>
		<b>Budget</b>		<b>Budget</b>
Personnel Services	\$ 481	\$ 17,300	\$ 16,938	\$ 27,800
Transfers to Other Funds	-	-	-	-
<b>TOTAL</b>	<u>\$ 481</u>	<u>\$ 17,300</u>	<u>\$ 16,938</u>	<u>\$ 27,800</u>

**FUNDING SOURCES**

49 - Prop "C" Fund	<u>\$ 481</u>	<u>\$ 17,300</u>	<u>\$ 16,938</u>	<u>\$ 27,800</u>
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**ACCOUNT NUMBER EXPLANATION**

1111-39	Salaries - Full-time	Salaries of Development Services Director (10%)
1211-39	Retirement	Costs of City's and employee's retirement at CalPERS
1212-39	FICA-Medicare	Medicare benefits for full-time and part-time employees
1311-39	Other Health-DOC	Dental, optical and audio reimbursement costs
1312-39	Disability Insurance	Disability insurance & survivor's benefits
1313-39	Life Insurance	Term life insurance
1314-39	Health Insurance	CalPERS health insurance coverage

**Expenditure Detail – Streets and Sidewalks (Prop C)**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: STREETS/SIDEWALKS (PROP C)**  
**FUND: 49 - Prop "C" Fund**

**Account Code: 4394**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-39	\$ -	\$ 12,600	\$ 13,283	\$ 21,500
Retirement	1211-39	-	3,000	916	2,800
FICA-Medicare	1212-39	-	200	195	300
Other Health-DOC	1311-39	481	200	200	300
Disability Insurance	1312-39	-	200	116	300
Life Insurance	1313-39	-	100	45	100
Health Insurance	1314-39	-	1,000	2,183	2,500
<b>Total Personnel Services</b>		<u>\$ 481</u>	<u>\$ 17,300</u>	<u>\$ 16,938</u>	<u>\$ 27,800</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 481</u>	<u>\$ 17,300</u>	<u>\$ 16,938</u>	<u>\$ 27,800</u>



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## AQMD Funds

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### **Mission**

To provide a funding source for cities and counties to meet requirements of federal and state Clear Air Acts, and for implementation of motor vehicle emission reduction measures in the SCAQMD Air Quality Management Plan.

### **Primary Functions**

The AQMD Fund accounts for supplemental vehicle license fee revenue distributed to cities by the South Coast Air Quality Management District pursuant to Assembly Bill 2766. Expenditures are limited to programs, which will reduce air pollution by reducing, directly or indirectly, mobile source emission pollutants (i.e. trip reduction, transit and traffic flow improvements, alternative fuel vehicles).

**Expenditure Summary – AQMD Funds**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: VEHICLE CHARGES**  
**FUND: 42 - AQMD Fund**

**Account Code: 4850**

	<u>2013-2014</u> <u>Actual</u>	<u>2014-2015</u> <u>Amended</u> <u>Budget</u>	<u>2014-2015</u> <u>Estimated</u>	<u>2015-2016</u> <u>Adopted</u> <u>Budget</u>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Operating Expenditures	-	-	-	-
Capital Outlay	112,158	390,000	390,000	-
<b>TOTAL</b>	<u>\$ 112,158</u>	<u>\$ 390,000</u>	<u>\$ 390,000</u>	<u>\$ -</u>

**FUNDING SOURCES**

42 - AQMD Fund	<u>\$ 112,158</u>	<u>\$ 390,000</u>	<u>\$ 390,000</u>	<u>\$ -</u>
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**ACCOUNT NUMBER EXPLANATION**

3014-85	Fuel Supplies	Fuel costs for City vehicles
3812-85	Vehicle Maintenance	General maintenance and repairs of City vehicles
4484-85	Vehicle Purchase	Vehicle purchase of Two Maintenance Trucks and Three Transit Buses

**Expenditure Detail – AQMD Funds**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: VEHICLE CHARGES**  
**FUND: 42 - AQMD Fund**

**Account Code: 4850**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Operating Expenses</b>					
Fuel Supplies	3014-85	\$ -	\$ -	\$ -	\$ -
Vehicle Maintenance	3812-85	-	-	-	-
<b>Total Operating Expense</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Capital Outlay</b>					
Vehicle Purchase	4484-85	\$ 112,158	\$ 390,000	\$ 390,000	\$ -
<b>Total Capital Outlay</b>		<u>\$ 112,158</u>	<u>\$ 390,000</u>	<u>\$ 390,000</u>	<u>\$ -</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 112,158</u>	<u>\$ 390,000</u>	<u>\$ 390,000</u>	<u>\$ -</u>



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## **Waste Management Services**

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### **Mission**

The mission of the Waste Management Department is to manage the solid waste stream in the City.

### **Primary Functions**

The primary functions of the activity are to:

- Oversee and manage the City's long-standing solid waste franchise.
- Provide and administer monthly special waste collection events.
- Provide and administer Electronic Waste (E-Waste) and Universal Waste (U-Waste) Program.
- Coordinate with county officials to provide opportunities for residents to properly dispose of household hazardous waste (HHW).
- Oversee and administer the City's California Integrated Waste Management Board oil grants.
- Provide mandated state AB 939 reporting compliance and work with state and local officials to meet AB 939 related goals
- Administer annual state-mandated solid waste reporting (including local misreporting documentation).
- Assist residents and liaison with Valley Vista Services to resolve any complaints or problems.

### **Fiscal Year 2015-2016 Goals**

- Work to ensure compliance with AB 341 and the Mandatory Commercial Recycling provisions.
- Reduce illegal dumping through public outreach.
- Improve promotion of special waste collection programs.
- Host the Household Hazardous Waste and Electronic Waste collection event co-sponsored and operated by the Los Angeles County Department of Public Works and County Sanitation District No. 2.

## Expenditure Summary – Waste Management Services

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: WASTE MANAGEMENT SERVICES**  
**FUND: 11 - General Fund**

**Account Code: 4540**

	<b>2013-2014 Actual</b>	<b>2014-2015 Amended Budget</b>	<b>2014-2015 Estimated</b>	<b>2015-2016 Adopted Budget</b>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Operating Expenditures	7,567	23,900	12,900	12,400
Debt Services	-	-	-	-
<b>TOTAL</b>	<b>\$ 7,567</b>	<b>\$ 23,900</b>	<b>\$ 12,900</b>	<b>\$ 12,400</b>

**FUNDING SOURCES**

11 - General Fund	\$ 7,567	\$ 23,900	\$ 12,900	\$ 12,400
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**ACCOUNT NUMBER EXPLANATION**

3111-25	Contract Services-Private	As needed contract professional services
3415-25	Spotlight Publication	Covers the waste management portion (2.6%) of the Spotlight publication and delivery costs for the newsletter
3976-25	Special Departmental	Provides for public information, Source Reduction and Recycling Element and State Fees, self-haul collection program for hard-to-dispose items, waste origin misreporting documentation, and monthly Special Collection bins at La Puente Park
3996-25	IT/Equipment Charges	Allocated information technology and equipment charges
3997-25	Vehicle Charges	Allocated vehicle charges

**Expenditure Detail – Waste Management Services**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: WASTE MANAGEMENT SERVICES**  
**FUND: 11 - General Fund**

**Account Code: 4540**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Operating Expenses</b>					
Contract Services -Private	3111-25	\$ -	\$ 15,000	\$ 6,000	\$ 5,000
Spotlight Publication	3415-25	573	1,000	1,000	1,000
Special Departmental	3976-25	6,861	3,500	1,500	2,000
Special Program	3978-25	133	-	-	-
IT/Equipment Charges	3996-25	-	2,900	2,900	2,600
Vehicle Charges	3997-25	-	1,500	1,500	1,800
<b>Total Operating Expense</b>		<u>\$ 7,567</u>	<u>\$ 23,900</u>	<u>\$ 12,900</u>	<u>\$ 12,400</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 7,567</u>	<u>\$ 23,900</u>	<u>\$ 12,900</u>	<u>\$ 12,400</u>



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## Park Maintenance Services

### Mission

To maintain and invest in the City’s facilities, parks, and open space through the ongoing commitment to maintenance and upgrades.

### Primary Functions

Public Works maintains the 22 acre park known as La Puente Park and the award winning Puente Creek Nature Education Center. La Puente Park includes picnic facilities, a playground, restrooms, athletic fields, snack bar facilities, and open space areas. Through an ongoing maintenance program, facilities are kept clean, safe and in working condition. Public Works is responsible for:

- Landscape and turf management
- Irrigation repairs and maintenance
- Athletic Field maintenance
- Daily trash removal
- Restroom maintenance
- Safety inspections to playground
- Maintenance of La Puente Community Center
- Graffiti abatement

### Fiscal Year 2015-2016 Goals

Park Services goals are:

- Improve/replace fixtures in restrooms at La Puente Park.
- Enhance landscape planting at La Puente Park to include colorful drought tolerant plants.
- Upgrade and improve irrigating system at La Puente Park.

<u>Full Time Equivalent (FTE)</u>	<u>Actual</u> <u>2013-14</u>	<u>Adopted</u> <u>Budget</u> <u>2014-15</u>	<u>Projected</u> <u>Budget</u> <u>2014-15</u>	<u>Adopted</u> <u>Budget</u> <u>2015-16</u>
Development Services	0.18	0.18	0.18	0.22
Director				
Maintenance Superintendent	0.30	0.30	0.30	0.30
Maintenance Worker	1.50	1.50	1.50	0.80
Office Assistant	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>Total FTE</b>	<u>2.98</u>	<u>2.98</u>	<u>2.98</u>	<u>2.32</u>

## Expenditure Summary – Park Maintenance Services

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: PARK/MAINTENANCE SERVICES**

**Account Code:**

**4610**

**FUND: 11 - General Fund**

	<b>2013-2014 Actual</b>	<b>2014-2015 Amended Budget</b>	<b>2014-2015 Estimated</b>	<b>2015-2016 Adopted Budget</b>
Personnel Services	\$ 155,044	\$ 180,500	\$ 151,100	\$ 169,500
Operating Expenditures	239,820	219,600	215,300	205,700
Debt Services	-	-	-	-
<b>TOTAL</b>	<b>\$ 394,864</b>	<b>\$ 400,100</b>	<b>\$ 366,400</b>	<b>\$ 375,200</b>
<b>FUNDING SOURCES</b>				
11 - General Fund	<u>\$ 394,864</u>	<u>\$ 400,100</u>	<u>\$ 366,400</u>	<u>\$ 375,200</u>

### ACCOUNT NUMBER EXPLANATION

1111-61 Salaries Full-Time	Salaries for Development Services Director (22%), Maintenance Superintendent (30%) and three Maintenance Workers (80%)
1112-61 Salaries Part-Time	Salaries of Part-Time Staff
1117-61 Overtime	Overtime pay for full time employees
1211-61 Retirement	Costs of City's and employee's retirement at CalPERS
1212-61 FICA-Medicare	Medicare benefits for full-time and part-time employees
1213-61 Retirement - PST	Retirement contribution for part-time staff
1311-16 Other Health-DOC	Dental, optical and audio reimbursement costs
1312-16 Disability Insurance	Disability insurance and survivor's benefits
1313-16 Life Insurance	Term life insurance
1314-16 Health Insurance	CalPERS health insurance coverage
3011-61 Office Supplies	Office supplies for the department
3012-61 Furniture/Equipment	Provides for building and maintenance supplies, irrigation supplies, landscaping, janitorial supplies, and miscellaneous items
3013-61 Tools and Equipment	Provides for supplies, tools, and small equipment for the Parks Division
3015-61 Uniforms/boot Reimbursements	Provides for purchases of uniforms and boot reimbursement and city issued pants and shirts
3111-61 Contract Services - Private	Miscellaneous contract services for La Puente Park and restroom facilities
3711-61 Utility - Gas	Provides for gas utility service for Snack Bar and Maintenance Building at La
3712-61 Utility - Electricity	Provides for electric utility service for La Puente Park
3714-61 Utility - Water	Provides for water utility services for La Puente park
3811-61 Equipment Maintenance	Provides for repairs to park equipment, emergency generator, power equipment maintenance, backflow maintenance
3813-61 Facility Maintenance	Provides for lighting maintenance services for park and downtown parking lots, signs and miscellaneous
3814-61 Landscape Maintenance	Provides for contract landscape maintenance for La Puente Park, Nature Center, and landscaping around Community Center facility
3822-61 Park Maint. & Repair	Provides for repairs and maintenance of park facilities, including irrigation
3972-61 Conferences & Meetings	Miscellaneous local meetings and training seminars
3976-61 Special Departmental	Provides for miscellaneous expenses for the Parks Division
3996-61 IT/Equipment Charges	Allocated information technology and equipment charges
3997-61 Vehicle Charges	Allocated vehicle charges

## Expenditure Detail – Park Maintenance Services

CITY OF LA PUENTE

FY 2015-2016

DEPARTMENT: PARKS/MAINTENANCE SERVICES  
 FUND: 11 - General Fund

Account Code: 4610

Description	Acct. No.	2013-2014 Actual	2014-2015 Amended Budget	2014-2015 Estimated	2015-2016 Adopted Budget
<b>Personnel Services</b>					
Salaries - Full-time	1111-61	\$ 81,198	\$ 91,000	\$ 79,900	\$ 92,500
Salaries - Part-time	1112-61	11,590	22,100	22,100	23,400
Annual Leave/Separation Pay	1116-61	10,783	-	-	-
Overtime	1117-61	3,498	12,000	12,000	12,000
Leave Conversion Incentives	1118-61	1,230	-	-	-
Retirement	1211-61	17,467	21,600	12,400	16,400
FICA-Medicare	1212-61	1,575	1,500	1,100	1,300
Retirement - PST	1213-61	462	-	-	-
Other Health-DOC	1311-16	-	4,000	2,700	2,700
Disability Insurance	1312-16	706	1,500	1,200	1,300
Life Insurance	1313-16	299	300	300	200
Health Insurance	1314-16	26,236	26,500	19,400	19,700
<b>Total Personnel Services</b>		<u>\$ 155,044</u>	<u>\$ 180,500</u>	<u>\$ 151,100</u>	<u>\$ 169,500</u>
<b>Operating Expenses</b>					
Office Supplies	3011-61	\$ 737	\$ 500	\$ 600	\$ 600
Furniture/Equipment	3012-61	10,688	8,500	8,500	8,700
Tools and Equipment	3013-61	3,400	6,300	6,300	6,300
Uniforms/boot Reimbursements	3015-61	3,728	4,000	4,000	4,000
Contract Services - Private	3111-61	22,957	10,000	10,000	5,000
Utility - Gas	3711-61	1,428	2,500	2,500	2,000
Utility - Electricity	3712-61	74,629	75,000	75,000	75,000
Utility - Water	3714-61	30,933	10,000	4,000	4,000
Equipment Maintenance	3811-61	6,822	10,000	8,000	10,000
Facility Maintenance	3813-61	21,232	13,200	13,200	13,200
Landscape Maintenance	3814-61	16,178	34,700	38,000	38,000
Park Maint. & Repair	3822-61	7,396	15,000	11,000	8,000
Equipment Lease/Rental	3911-61	-	-	4,000	-
Conferences & Meetings	3972-61	-	300	600	300
Special Departmental	3976-61	642	-	-	-
IT/Equipment Charges	3996-61	-	10,200	10,200	9,300
Vehicle Charges	3997-61	39,050	19,400	19,400	21,300
<b>Total Operating Expense</b>		<u>\$ 239,820</u>	<u>\$ 219,600</u>	<u>\$ 215,300</u>	<u>\$ 205,700</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 394,864</u>	<u>\$ 400,100</u>	<u>\$ 366,400</u>	<u>\$ 375,200</u>



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## **Planning and Zoning Services**

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### **Mission**

To maintain the City's General Plan and implement the objectives of the Community Development Element, Housing Element, and those components of the Community Resources Element that pertain to the identification, acquisition and creation of parks and the Community Safety Element pertaining to the mitigation of potential seismic and noise hazards.

### **Primary Functions**

#### **Land Use Planning**

- Maintain and update the General Plan based on community goals and objectives in order to provide for the steady and orderly growth of the community consistent with sound economic and environmental principles;
- Process General Plan and Zone Code amendments as necessary to properly reflect community values and objectives and to adapt to new challenges and opportunities;
- Implement the new comprehensive update to the Zoning Code (Title 10) to ensure and enhance the quality of life in the community through the administration of the La Puente Municipal Code, the General Plan, the California Environmental Quality Act, and a variety of interrelated laws involving the public health, safety and welfare.
- Respond to public requests for information and assistance pertaining to City zoning and development requirements and processes;
- Process discretionary land use applications;
- Evaluate projects for compliance with the California Environmental Quality Act, State Planning, Zoning and Development Laws, and the requirements of other regulating agencies;
- Undertake a broad array of special studies on topics of interest or concern to the City.

#### **Transportation**

- Represent City on San Gabriel Valley Council of Governments for transportation and land use planning issues.
- Keep abreast of transportation/transit issues as they affect La Puente. Analyze issues and present recommendations to the City Council.

### **Goals & Objectives**

- Facilitate private development in Downtown La Puente revitalize the downtown as a vibrant mixed-use district providing many opportunities for new commercial, office and residential development.
- To create opportunities for new commercial business growth in retail shopping centers so that they function at their highest potential.
- To preserve and enhance the quality of the City's infrastructure and its residential neighborhoods.
- To attract new national tenant retailers to the City to improve upon the City's tax base.
- Provide a high level of customer service while implementing the policies, programs, procedures and regulations adopted by the City Council.
- To represent the interests of the City of La Puente on land use and transportation matters of regional and State-wide importance.
- To involve the Sheriff's Department in land use planning matters to ensure a safe physical environment.
- To review and develop updates to the City's zoning and subdivision regulations and to process zone changes, where necessary, to be consistent with the General Plan.

## Planning and Zoning Services

### Goals & Objectives (continued)

- To strive for quality development through critical review of development proposals and by working with development applicants to improve the design and quality of their proposals.
- To provide land use regulations and entitlement procedures that encourages the development of attractive commercial centers that provide an appropriate mix of quality goods and services for the community, and to improve the visual quality of the Old Valley Boulevard corridor
- To reduce or eliminate barriers to the development of quality housing consistent with the City’s Housing Element.
- Expand affordable housing by encouraging mixed-use projects.
- Work with the Engineering Division to provide a safe and efficient street system through coordinated review of development proposals and the identification and implementation of traffic safety and volume mitigation features.

### Fiscal Year 2015-2016 Goals

- Continue to apply high design guidelines and standards to discretionary development proposals.
- Complete discretionary review and permit processing for the development of the Star Theater site for a mixed use project.
- Continue to implement transit programs such as the Link Fixed Route Shuttle, the Dial-a-Ride, and the bus/rail pass subsidy programs.
- Work with San Gabriel Valley Council of Governments on transportation issues.
- Require the incorporation of features that accommodate and encourage transit use and pedestrians in new developments.
- Support regional planning efforts through the San Gabriel Valley Council of Governments.
- Improve customer service by providing on-line development applications and information
- Improve tracking system for all applications in order to provide better year-end data.
- Adopt a new Housing Element.

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2013-14</u>	<u>Adopted Budget 2014-15</u>	<u>Projected Budget 2014-15</u>	<u>Adopted Budget 2015-16</u>
Development Services	0.18	0.18	0.18	0.22
Director				
Assistant Planner	0.70	0.70	0.70	0.70
<b>Total FTE</b>	<u>0.88</u>	<u>0.88</u>	<u>0.88</u>	<u>0.98</u>

## Expenditure Summary – Planning and Zoning Services

CITY OF LA PUENTE

FY 2015-2016

DEPARTMENT: PLANNING & ZONING  
 FUND: 11 - General Fund

Account Code: 4410

	2013-2014 Actual	2014-2015 Amended Budget	2014-2015 Estimated	2015-2016 Adopted Budget
Personnel Services	\$ 55,503	\$ 91,400	\$ 81,800	\$ 108,900
Operating Expenditures	97,641	94,600	95,200	66,400
<b>TOTAL</b>	<b>\$ 153,144</b>	<b>\$ 186,000</b>	<b>\$ 177,000</b>	<b>\$ 175,300</b>

**FUNDING SOURCES**

11 - General Fund	\$ 153,144	\$ 186,000	\$ 177,000	\$ 175,300
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**ACCOUNT NUMBER EXPLANATION**

1111-41 Salaries - Full-time	Salaries for Development Services Director (22%) and Assistant Planner (70%)
1112-41 Salaries - Part-time	Salaries of Part-Time Staff
1117-41 Overtime	Overtime pay for full time employees
1120-41 Temporary Personnel	Salaries of temporary staff
1211-41 Retirement	Costs of City's and employee's retirement at CalPERS
1212-41 FICA-Medicare	Medicare benefits for full-time and part-time employees
1213-41 Retirement -PST	Retirement contribution for part-time staff
1311-41 Other Health-DOC	Dental, optical and audio reimbursement costs
1312-41 Disability Insurance	Disability insurance & survivor's benefits
1313-41 Life Insurance	Term life insurance
1314-41 Health Insurance	CalPERS health insurance coverage
3011-41 Office Supplies	Office supplies for the planning Department
3111-41 Contract Services - Private	Preparation of Housing Element - \$25,000; Planning Services and Studies - \$20,000.
3113-41 Contract Services - Public	Publication of environmental notices, notice of exemptions, negative and mitigated declarations, etc.
3116-41 Commission/Committee Services	Stipend for Planning Commission/Development Review Board meetings. (\$390 per meeting x 12 = \$4,680)
3411-41 Printing & Publishing	Public Notices for the Division
3972-41 Conferences & Meetings	Director and Planning Commissioners fees to attend ICSC Western Division Conference in San Diego and Planning Commission Institute
3976-41 Special Departmental	Business cards, logo shirts and name plates for planning commissioners
3996-41 IT/Equipment Charges	Allocated IT/Equipment Charges

**Expenditure Detail – Planning and Zoning Services**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: PLANNING & ZONING**  
**FUND: 11 -General Fund**

**Account Code: 4410**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-41	\$ 25,854	\$ 56,600	\$ 60,500	\$ 76,200
Salaries - Part-time	1112-41	-	-	4,400	4,700
Annual Leave/Separation	1116-41	729	-	-	-
Overtime	1117-41	250	1,600	1,600	1,600
Leave Conversion Incentives	1118-41	-	-	-	-
Temporary Personnel	1120-41	17,425	7,500	-	7,500
Retirement	1211-41	1,796	13,400	4,200	5,300
FICA-Medicare	1212-41	443	800	900	1,100
Retirement -PST	1213-41	138	-	-	-
Other Health-DOC	1311-41	66	1,800	1,750	1,800
Disability Insurance	1312-41	257	800	900	1,000
Life Insurance	1313-41	96	100	150	200
Health Insurance	1314-41	8,449	8,800	7,400	9,500
<b>Total Personnel Services</b>		<u>\$ 55,503</u>	<u>\$ 91,400</u>	<u>\$ 81,800</u>	<u>\$ 108,900</u>
<b>Operating Expenses</b>					
Office Supplies	3011-41	\$ 510	\$ 1,000	\$ 1,000	\$ 1,000
Contract Services - Private	3111-41	77,133	70,000	70,000	45,000
Contract Services - Public	3113-41	3,685	1,500	500	1,500
Commission/Committee Services	3116-41	3,675	4,700	3,800	4,700
Printing & Publishing	3411-41	6,743	6,000	8,500	6,300
Conferences & Meetings	3972-41	195	5,600	5,600	2,500
Special Departmental	3976-41	100	500	500	500
IT/Equipment Charges	3996-41	-	5,300	5,300	4,900
Vehicle Charges	3997-41	5,600	-	-	-
<b>Total Operating Expense</b>		<u>\$ 97,641</u>	<u>\$ 94,600</u>	<u>\$ 95,200</u>	<u>\$ 66,400</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 153,144</u>	<u>\$ 186,000</u>	<u>\$ 177,000</u>	<u>\$ 175,300</u>



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## Housing and Community Services

### Mission

To implement a variety of services to the community focusing on low- and moderate-income and handicapped residents through the implementation of a Housing Rehabilitation Grant and Loan Program.

### Primary Functions

This division has the responsibility for administering a wide range of grant-funded programs such as the federally-funded Community Development Block Grant (CDBG) Program and the state CalHome housing rehabilitation program. The focus of activities will be to provide financial assistance in the form of low cost home improvement and job retention/creation programs for low and moderate income households, provide essential public services, stimulate the revitalization of older declining neighborhoods through the elimination of slum and blight conditions, and monitor the modernization of essential infrastructure in neighborhoods with high concentration of low/moderate residents.

### Goals & Objectives

- To conserve and improve the condition of the City's housing stock.
- Maximize the use of available financial and other resources to reduce the cost of housing.
- To minimize energy consumption through the design and maintenance of housing.

### Fiscal Year 2015-2016 Goals

- To implement all programs approved by City Council that are intended to upgrade the City's residential neighborhoods, such as residential loans and grants.
- To monitor Cal-Home and CDBG-funded projects and programs to insure conformance with all federal, state and county of Los Angeles Community Development Commission requirements.
- Continue to implement the housing rehabilitation program.

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2013-14</u>	<u>Adopted Budget 2014-15</u>	<u>Projected Budget 2014-15</u>	<u>Adopted Budget 2015-16</u>
Rehabilitation Grant Specialist	0.20	0.20	0.20	0.20
Code Enforcement Officer	<u>0.50</u>	<u>1.50</u>	<u>1.00</u>	<u>2.00</u>
<b>Total FTE</b>	<u>0.70</u>	<u>1.70</u>	<u>1.20</u>	<u>2.20</u>

## Expenditure Summary – Housing and Community Services

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: HOUSING & COMMUNITY SERVICES**  
**FUND: 11 - General Fund**

**Account Code: 4420**

	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
Personnel Services	\$ 84,776	\$ 87,700	\$ 89,400	\$ 19,600
Operating Expenditures	223,147	400,040	390,226	6,600
<b>TOTAL</b>	<u>\$ 307,923</u>	<u>\$ 487,740</u>	<u>\$ 479,626</u>	<u>\$ 26,200</u>
 <b>FUNDING SOURCES</b>				
11 - General Fund	<u>\$ 30,190</u>	<u>\$ 23,900</u>	<u>\$ 24,300</u>	<u>\$ 26,200</u>

**ACCOUNT NUMBER EXPLANATION**

1111-42 Salaries - Full-time	Salaries for Rehabilitation Grant Specialist (20%)
1211-42 Retirement	Costs of City's and employee's retirement at CalPERS
1212-42 FICA-Medicare	Medicare benefits for full-time and part-time employees
1311-42 Other Health-DOC	Dental, optical and audio reimbursement costs
1312-42 Disability Insurance	Disability insurance & survivor's benefits
1313-42 Life Insurance	Term life insurance
1314-42 Health Insurance	CalPERS health insurance coverage
3011-42 Office Supplies	Office supplies for the Housing Division
3111-42 Contract Services - Private	Consultant Fees, appraisal, escrow, title, monitoring and credit report fees associated with Cal Home loans and CDBG grant programs
3411-42 Printing & Publishing	Printing and publishing of notices for Housing Program
3972-42 Conferences and Meetings	Seminars and workshops for current and new projects.
3996-42 IT/Equipment Charges	Allocated IT/Equipment Charges

**Expenditure Detail – Housing and Community Services**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: HOUSING & COMMUNITY SERVICES**  
**FUND: 11- GENERAL FUND**

**Account Code: 4420**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-42	\$ 19,863	\$ 10,200	\$ 10,800	\$ 11,800
Retirement	1211-42	3,625	2,400	2,400	3,500
FICA-Medicare	1212-42	220	100	150	200
Other Health-DOC	1311-42	-	400	400	400
Disability Insurance	1312-42	143	100	150	200
Life Insurance	1313-42	53	100	50	100
Health Insurance	1314-42	5,356	3,600	3,350	3,400
<b>Total Personnel Services</b>		<u>\$ 29,400</u>	<u>\$ 16,900</u>	<u>\$ 17,300</u>	<u>\$ 19,600</u>
<b>Operating Expenses</b>					
Contract Services - Private	3111-42	\$ 110	\$ -	\$ -	\$ -
Printing & Publishing	3411-42	-	500	500	500
Conferences and Meetings	3972-42	680	1,200	1,200	1,200
IT/Equipment Charges	3996-42	-	5,300	5,300	4,900
<b>Total Operating Expense</b>		<u>\$ 790</u>	<u>\$ 7,000</u>	<u>\$ 7,000</u>	<u>\$ 6,600</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 30,190</u>	<u>\$ 23,900</u>	<u>\$ 24,300</u>	<u>\$ 26,200</u>

## Expenditure Summary – Housing and Community Services (Cal Home)

**CITY OF LA PUENTE**

**FY 2014-2015**

**DEPARTMENT: HOUSING & COMMUNITY SERVICES**  
**FUND: 38 - Cal Home Fund**

**Account Code: 4425**

	<b>2013-2014 Actual</b>	<b>2014-2015 Amended Budget</b>	<b>2014-2015 Estimated</b>	<b>2015-2016 Adopted Budget</b>
Personnel Services	\$ 21,178	\$ 33,700	\$ 34,500	\$ 42,900
Operating Expenditures	<u>109,241</u>	<u>231,740</u>	<u>231,740</u>	<u>251,700</u>
<b>TOTAL</b>	<u>\$ 130,419</u>	<u>\$ 265,440</u>	<u>\$ 266,240</u>	<u>\$ 294,600</u>

**FUNDING SOURCES**

38 - Cal Home Loans	<u>\$ 130,419</u>	<u>\$ 265,440</u>	<u>\$ 266,240</u>	<u>\$ 294,600</u>
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**ACCOUNT NUMBER EXPLANATION**

1111-42 Salaries - Full-time	Salaries for Development Services Director (2%) & Rehabilitation Grant Specialist (40%)
1211-42 Retirement	Costs of City's and employee's retirement at CalPERS
1212-42 FICA-Medicare	Medicare benefits for full-time and part-time employees
1311-42 Other Health-DOC	Dental, optical and audio reimbursement costs
1312-42 Disability Insurance	Disability insurance & survivor's benefits
1313-42 Life Insurance	Term life insurance
1314-42 Health Insurance	CalPERS health insurance coverage
3011-42 Office Supplies	Office supplies for the Housing Department
3111-42 Contract Services - Private	Consultant Fees, appraisal, escrow, title, monitoring and credit report fees associated with Cal Home loan and CDBG grant programs
3411-42 Printing & Publishing	Printing and publishing of notices
3972-42 Conferences and Meetings	Seminars and workshops for current and new projects
3977-42 Grants and Loans - Residential	Costs for housing rehab construction loan program which includes construction, asbestos/lead testing, abatement and abatement clearance monitoring. This includes the anticipation of six (6) Cal-Home Loans at \$37,790 each
3996-42 IT/Equipment Charges	Allocated IT/Equipment Charges

**Expenditure Detail – Housing and Community Services (Cal Home)**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: HOUSING & COMMUNITY SERVICES**  
**FUND: 38 -Cal Home Fund**

**Account Code: 4425**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-42	\$ 13,295	\$ 20,300	\$ 21,600	\$ 26,800
Retirement	1211-42	3,164	4,800	4,800	7,200
FICA-Medicare	1212-42	193	300	300	400
Other Health-DOC	1311-42	-	800	800	800
Disability Insurance	1312-42	118	300	300	400
Life Insurance	1313-42	43	100	100	100
Health Insurance	1314-42	4,365	7,100	6,600	7,200
<b>Total Personnel Services</b>		<u>\$ 21,178</u>	<u>\$ 33,700</u>	<u>\$ 34,500</u>	<u>\$ 42,900</u>
<b>Operating Expenses</b>					
Contract Services - Private	3111-42	\$ 430	\$ 5,000	\$ 5,000	\$ 25,000
Loans - Residential	3997-42	108,811	226,740	226,740	226,700
<b>Total Operating Expense</b>		<u>\$ 109,241</u>	<u>\$ 231,740</u>	<u>\$ 231,740</u>	<u>\$ 251,700</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 130,419</u>	<u>\$ 265,440</u>	<u>\$ 266,240</u>	<u>\$ 294,600</u>

**Expenditure Summary – Housing and Community Services (CDBG)**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: HOUSING & COMMUNITY SERVICES**

**Account Code: 4430**

**FUND: 41 - CDBG Fund**

	<b>2013-2014 Actual</b>	<b>2014-2015 Amended Budget</b>	<b>2014-2015 Estimated</b>	<b>2015-2016 Adopted Budget</b>
Personnel Services	\$ 34,198	\$ 310,100	\$ 94,100	\$ 217,900
Operating Expenditures	113,116	161,300	151,486	172,200
<b>TOTAL</b>	<b>\$ 147,314</b>	<b>\$ 471,400</b>	<b>\$ 245,586</b>	<b>\$ 390,100</b>

**FUNDING SOURCES**

41 - CDBG Fund	\$ 147,314	\$ 471,400	\$ 245,586	\$ 390,100
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**ACCOUNT NUMBER EXPLANATION**

1111-42 Salaries Full-Time	Salaries for Rehabilitation Grant Specialist (40%); Senior Center Specialist (40%); Director of Administrative Services (5%); Finance Manager (5%); Finance Supervisor (5%); and Code Enforcement Manager (50%)
1112-42 Salaries Part-Time	Salaries for part-time Code Enforcement Officers (50%)
1211-42 Retirement	Costs of City's and employee's retirement at CalPERS
1212-42 FICA-Medicare	Medicare benefits for full-time and part-time employees
1311-42 Other Health-DOC	Dental, optical and audio reimbursement costs
1312-42 Disability Insurance	Costs for insurance such as survivors and long-term disability
1313-42 Life Insurance	Term life insurance
1314-42 Health Insurance	CalPERS health insurance coverage
3011-42 Office Supplies	Office supplies for the Housing Department
3111-42 Contract Services - Private	Consultant Fees, appraisal, escrow, title, monitoring and credit report fees associated with Cal Home loan and CDBG grant programs
3411-42 Printing & Publishing	Printing and publishing of notices
3972-42 Conferences and Meetings	Seminars and workshops for current and new projects
3977-42 Grants and Loans - Residential	Costs for housing rehab construction loan program which includes construction, asbestos/lead testing, abatement and abatement clearance monitoring. This includes the anticipation of 6 Cal-Home Loans at \$37,790 each
3996-42 IT/Equipment Charges	Allocated IT/Equipment Charges

**Expenditure Detail – Housing and Community Services (CDBG)**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: HOUSING AND COMMUNITY SERVICES**  
**FUND: 41-CDBG Fund**

**Account Code: 4430**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-42	\$ 18,786	\$ 54,400	\$ 54,400	\$ 100,400
Salaries - Part-time	1112-42	1,141	157,700	25,000	68,000
Retirement	1211-42	5,576	49,700	5,000	20,200
FICA-Medicare	1212-42	359	3,000	300	1,500
Retirement -PST	1213-42	59	-	-	-
Other Health-DOC	1311-42	4	6,900	800	2,900
Disability Insurance	1312-42	216	3,000	1,000	1,500
Life Insurance	1313-42	80	700	700	300
Health Insurance	1314-42	7,977	34,700	6,900	23,100
<b>Total Personnel Services</b>		<u>\$ 34,198</u>	<u>\$ 310,100</u>	<u>\$ 94,100</u>	<u>\$ 217,900</u>
<b>Operating Expenses</b>					
Office Supplies	3011-42	\$ 65	\$ 1,000	\$ 1,000	\$ 1,000
Contract Services - Private	3111-42	-	10,000	186	-
Printing & Publishing	3411-42	-	300	300	300
Grants and Loans - Residential	3977-42	113,051	150,000	150,000	170,900
<b>Total Operating Expense</b>		<u>\$ 113,116</u>	<u>\$ 161,300</u>	<u>\$ 151,486</u>	<u>\$ 172,200</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 147,314</u>	<u>\$ 471,400</u>	<u>\$ 245,586</u>	<u>\$ 390,100</u>



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## **Building and Safety/Engineering Services**

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### **Mission**

To insure the safety of the built environment through implementation of Title 8 (Building Regulations) of the La Puente Municipal Code and standards of construction for improvements in the public rights-of-way related to private development.

### **Primary Functions**

#### **Building and Safety**

Oversees building and safety activities within the City including checking construction plans to insure compliance with Title 8 of the Municipal Code, issuing building and related permits, and inspecting construction while in progress to insure adherence to approved construction plans and Title 8 for all new construction and rehabilitation of commercial, residential and industrial projects. Additionally, the Building and Safety Division conducts inspections of substandard properties and provides support to the Code Enforcement Division where substandard structures are involved.

#### **Engineering**

Reviews private development plans to determine impact upon and provide corrections necessary to safely interface with improvements in the public rights-of-way; review parcel and tract maps for accuracy; plan check drainage and grading plans to determine the effect of subdivisions and development proposals upon runoff and terrain, particularly as they affect adjacent properties and rights-of-way, traffic and circulation impacts of private development, and assisting the general public with engineering-related matters.

### **Goals & Objectives**

- To protect the public by enforcing building regulations that provide for safe buildings in which to live and work.
- Protect the quality of the urban environment by assisting the Community Preservation Division in the abatement of substandard structures.
- Assist the public in understanding the requirements of the building regulations.

### **Fiscal Year 2015-2016 Goals**

- Continue the utilization of contract services for building and safety services to provide the flexibility to adjust staff levels and costs according to demand.
- Continue to support Code Enforcement efforts in situations involving substandard buildings.
- Provide inspections within one work day of inspection requests received before 3 p.m.
- Complete plan check within 10 working days of the receiving construction plans.
- Continue implementation of the National Pollution Discharge Elimination System to reduce and minimize pollutants in drain system runoff.

**Expenditure Summary – Building and Safety Services**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: BUILDING AND SAFETY SERVICES**

**Account Code:**

**4460**

**FUND: 11 - General Fund**

	<b>2013-2014 Actual</b>	<b>2014-2015 Amended Budget</b>	<b>2014-2015 Estimated</b>	<b>2015-2016 Adopted Budget</b>
Operating Expenditures	\$ 251,293	\$ 264,400	\$ 264,400	\$ 204,700
<b>TOTAL</b>	<b><u>\$ 251,293</u></b>	<b><u>\$ 264,400</u></b>	<b><u>\$ 264,400</u></b>	<b><u>\$ 204,700</u></b>

**FUNDING SOURCES**

11 - General Fund	<u>\$ 251,293</u>	<u>\$ 264,400</u>	<u>\$ 264,400</u>	<u>\$ 204,700</u>
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**ACCOUNT NUMBER EXPLANATION**

3111-46	Contract Services - Private	Provides for contract building and safety services
3117-46	Permit Inspections	Expenses for this object code were transferred to 3111
3996-46	IT/Equipment Charges	Allocated information technology and equipment charges
3997-46	Vehicle Charges	Allocated vehicle charges

**Expenditure Detail – Building and Safety Services**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: BUILDING AND SAFETY SERVICES**  
**FUND: 11 -General Fund**

**Account Code: 4460**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Operating Expenses</b>					
Office Supplies	3011-46	\$ -	\$ -	\$ 200	\$ 300
Contract Services - Private	3111-46	192,482	260,000	259,800	200,000
Permit Inspections	3117-46	57,743	-	-	-
IT/Equipment Charges	3996-46	1,068	2,900	2,900	2,600
Vehicle Charges	3997-46	-	1,500	1,500	1,800
<b>Total Operating Expense</b>		<u>\$ 251,293</u>	<u>\$ 264,400</u>	<u>\$ 264,400</u>	<u>\$ 204,700</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 251,293</u>	<u>\$ 264,400</u>	<u>\$ 264,400</u>	<u>\$ 204,700</u>

**Expenditure Summary – Engineering Services**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: ENGINEERING SERVICES**

**Account Code:**

**4465**

**FUND: 11 - General Fund**

	<b>2013-2014</b>	<b>2014-2015</b>	<b>2014-2015</b>	<b>2015-2016</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Operating Expenditures	\$ 149,134	\$ 117,400	\$ 108,100	\$ 110,000
<b>TOTAL</b>	<u>\$ 149,134</u>	<u>\$ 117,400</u>	<u>\$ 108,100</u>	<u>\$ 110,000</u>
 <b>FUNDING SOURCES</b>				
11 - General Fund	<u>\$ 149,134</u>	<u>\$ 117,400</u>	<u>\$ 108,100</u>	<u>\$ 110,000</u>

**ACCOUNT NUMBER EXPLANATION**

3111-46 Contract Services - Private	Miscellaneous engineering services and plans and specifications reproduction costs
3118-46 PW Plan Check & Permit	Public works plan check and inspection services for encroachment permits
3119-46 Subdivision Plan Check	Costs associated with plan checking subdivision maps and lot line adjustments
3121-46 Industrial Waste Inspections	Cost of inspection services provided by Los Angeles County Public Works Department

**Expenditure Detail – Engineering Services**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: ENGINEERING SERVICES**  
**FUND: 11 - General Fund**

**Account Code: 4465**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Operating Expenses</b>					
Contract Services - Private	3111-46	\$ 26,020	\$ 8,000	\$ 6,000	\$ 8,000
Engineering Permits	3118-46	101,806	84,200	75,000	75,000
Subdivision Plan Check	3119-46	-	4,000	5,900	5,000
Industrial Waste Inspections	3121-46	21,308	21,200	21,200	22,000
<b>Total Operating Expense</b>		<u>\$ 149,134</u>	<u>\$ 117,400</u>	<u>\$ 108,100</u>	<u>\$ 110,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 149,134</u>	<u>\$ 117,400</u>	<u>\$ 108,100</u>	<u>\$ 110,000</u>



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## Community Promotion Services

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### **Mission**

To promote community goodwill and to assist organizations that provide valuable community services.

### **Primary Functions**

This division provides support services for a variety of activities and organizations. The division also provides subsidies to low- and moderate- income families for registration fees for youth programs, the City of La Puente Scholarship Program, the City Calendar and the *Spotlight* newsletter.

### **Goals & Objectives**

- Provide cost-effective means to produce the *Spotlight* newsletter.
- Provide cost-effective means to produce the City Calendar.
- Increase awareness of the Youth Grant program to potential recipients.
- Increase awareness of the La Puente Scholarship Program to potential applicants.
- Collaborate with the Hacienda La Puente Unified School District on the Project LEAD Program.

### **Fiscal Year 2015-2016 Goals**

- Update the application, policies and procedures for the Youth Grant program.
- Develop a new distribution method for the City Calendar to ensure the timely delivery of the City Calendar to all La Puente residents.
- Continue to collaborate with the Hacienda La Puente Unified School District on the Project LEAD Program.

### **Major Accomplishments**

- Issued 230 grants for the Youth Grant program.
- Instituted Project LEAD (Life Experiences About Democracy) with the Hacienda La Puente Unified School District including Workman Elementary School, Sunset Elementary School and Sparks Middle School. This included school site visits, a Youth in Government Day, a Mock City Council Meeting and student presentations at every City Council meeting during the school year.

## Expenditure Summary – Community Promotion Services

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: COMMUNITY PROMOTION SERVICES**  
**FUND: 11 - General Fund**

**Account Code: 4450**

	<b>2013-2014 Actual</b>	<b>2014-2015 Amended Budget</b>	<b>2014-2015 Estimated</b>	<b>2015-2016 Adopted Budget</b>
Operating Expenditures	\$ 54,492	\$ 56,600	\$ 56,600	\$ 66,100
<b>TOTAL</b>	<b>\$ 54,492</b>	<b>\$ 56,600</b>	<b>\$ 56,600</b>	<b>\$ 66,100</b>
 <b>FUNDING SOURCES</b>				
11 - General Fund	\$ 54,492	\$ 56,600	\$ 56,600	\$ 66,100

**ACCOUNT NUMBER EXPLANATION**

3111-45	Contract Services - Private	Provides for professional photographer during City events, the cost production, printing and distributing of the City calendar
3415-45	Spotlight Publication	Provides for production and delivery costs of quarterly City Spotlight newsletter
3992-45	Scholarships	Provides for scholarship grants at \$500 each with funds raised from the Main Street Run held in October
3993-45	Youth Activities Program	Provides funding to low and moderate income families for youth activities in the form of grants.
3994-45	Social Programs	Provides funding for social programs in the community
3996-45	IT/Equipment Charges	Allocated information technology and equipment charges
3997-45	Vehicle Charges	Allocated vehicle charges

**Expenditure Detail – Community Promotion Services**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: COMMUNITY PROMOTION SERVICES**  
**FUND: 11 - General Fund**

**Account Code: 4450**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Operating Expenses</b>					
Contract Services - Private	3111-45	\$ 11,854	\$ 14,000	\$ 13,500	\$ 14,000
Spotlight Publication	3415-45	20,922	19,000	19,000	30,000
Subscription & Publication	3961-45	-	-	500	500
Scholarships	3992-45	6,435	10,200	10,200	10,200
Youth Activities Program	3993-45	8,201	9,000	9,000	7,000
Social Programs	3994-45	7,080	-	-	-
IT/Equipment Charges	3996-45	-	2,900	2,900	2,600
Vehicle Charges	3997-45	-	1,500	1,500	1,800
<b>Total Operating Expense</b>		<u>\$ 54,492</u>	<u>\$ 56,600</u>	<u>\$ 56,600</u>	<u>\$ 66,100</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 54,492</u>	<u>\$ 56,600</u>	<u>\$ 56,600</u>	<u>\$ 66,100</u>

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## Community Center

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### Mission

To provide the residents of La Puente access to a wide variety of quality cultural, social, educational, and recreational opportunities and services.

### Primary Functions

The Recreation division provides recreational experiences through a variety of programs, activities and special events. Recreation fosters human development, promotes health and wellness, and increases cultural unity.

The Community Center staff consists of a full-time Recreation Coordinator, a full-time Recreation Specialist, part-time Recreation Specialists and part-time Recreation Leaders who oversee the daily operations. The Center is responsible for the following services:

***Recreation Classes:*** There are a wide variety of recreation, educational, fitness and skill-oriented classes that are offered at the Community Center at affordable prices. Classes are offered for children, youth, and adults. Current trends are considered when developing new classes to ensure that the program is meeting the needs of an ever changing society.

***After School Recreation - STARS:*** After School Recreation fee based program offered on campus, at Fairgrove Academy. Program activities include help with homework, crafts, games, outdoor sports, movies, special event days, and social interaction all for a reasonable price to the community.

***Special Events:*** The Recreation division holds a variety of special events all free to the general public. The City annually hosts the 3<sup>rd</sup> of July Celebration, Concerts in the Park, Movies in the Park, National Night Out, Main Street Run, Haunted Halloween Maze, Holiday Celebration events, Arbor Day, and Spring Egg Hunt.

***Excursions:*** The Excursions program offers the community four trips per year. The program gives participants an opportunity to visit local and regional areas of interest in a social atmosphere.

***Summer Lunch Program:*** Summer Food Service Program to ensure low-income children receive nutritious meals when school is not in session. The lunch program is conducted at three locations. Over five thousand (5,000) meals were served last summer.

### Goals & Objectives

- Improve staff training to increase proficiency and effectiveness.
- Provide first class customer service to external and internal customers.
- Continue to improve the quality of classes, after school recreation, Tiny Tot Program, and special events offered to the community and increase participation.
- Expand and continue to provide affordable and interesting trips that offer youth and adults the opportunity to see and experience new places.
- Partner with local agencies, businesses and non-profits to produce special events and programs.

### Fiscal Year 2015-2016 Goals

- Implement the Incident Command System (ICS) for the annual Fortunato Jimenez 3<sup>rd</sup> of July celebration.
- Increase the number of summer lunch program sites from two (2) to three (3).

**Community Center**

**Fiscal Year 2015-2016 Goals (continued)**

- Update contracts for compliance with the CJPIA.
- Develop policies and procedures for a Special Events Application and Permit.

**Major Accomplishments**

- Collaborated with the Los Angeles County Sheriff’s Department on the 2014 National Night Out.
- Collaborated with the Old Town Puente Association for the 2014 Holiday Parade and Street Fair.
- CPR/First Aid training for Recreation Staff.
- Customer service training for Recreation Staff.
- Radio protocol training for Recreation Staff.
- Summer Camp training for Recreation Staff.
- Held a Community Clean-Up Day.
- Held a Community Health, Wellness and Safety Fair.
- Updated agreements and procedures for independent contractors who teach recreation classes.

<b><u>Full Time Equivalent (FTE)</u></b>	<b><u>Actual</u></b> <b><u>2013-14</u></b>	<b><u>Adopted</u></b> <b><u>Budget</u></b> <b><u>2014-15</u></b>	<b><u>Projected</u></b> <b><u>Budget</u></b> <b><u>2014-15</u></b>	<b><u>Adopted</u></b> <b><u>Budget</u></b> <b><u>2015-16</u></b>
Director of Recreation Services	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00
Recreation Specialist	1.00	1.00	1.00	1.00
Recreation Leader	*	*	*	*
<b>Total FTE</b>	<b><u>3.00</u></b>	<b><u>3.00</u></b>	<b><u>3.00</u></b>	<b><u>3.00</u></b>

**\*Part-Time Positions** - The number of full time equivalent in Recreation Services can vary depending on the amount of budget set aside. For fiscal year 2015-16, the proposed budget is \$125,000 which will cover the costs of part-time positions including recreation leader and specialist.

## Expenditure Summary – Community Center

CITY OF LA PUENTE

FY 2015-2016

DEPARTMENT: COMMUNITY CENTER  
 FUND: 11 - General Fund

Account Code: 4620

	2013-2014 Actual	2014-2015 Amended Budget	2014-2015 Estimated	2015-2016 Adopted Budget
Personnel Services	\$ 365,712	\$ 347,100	\$ 358,600	\$ 407,800
Operating Expenditures	238,622	243,800	272,600	267,200
Debt Services	461,863	452,200	452,200	439,700
<b>TOTAL</b>	<b>\$ 1,066,197</b>	<b>\$ 1,043,100</b>	<b>\$ 1,083,400</b>	<b>\$ 1,114,700</b>

**FUNDING SOURCES**

11 - General Fund	\$ 1,066,197	\$ 1,043,100	\$ 1,083,400	\$ 1,114,700
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**ACCOUNT NUMBER EXPLANATION**

1111-62 Salaries - Full-time	Salaries for Director of Recreation Services (100%), Recreation Coordinator (100%) and Recreation Specialist (100%)
1112-62 Salaries - Part-time	Salaries of part-time staff for various activities such as special events, tiny tots, summer recreation, summer lunch program, STARS program and other events as needed
1117-62 Overtime	Overtime pay for full-time employees
1211-62 Retirement	Costs of City's and employee's retirement at CalPERS
1212-62 FICA-Medicare	Medicare benefits for full-time and part-time employees
1213-62 Retirement-PST	Retirement contribution for part-time staff
1311-62 Other Health-DOC	Dental, optical and audio reimbursements
1312-62 Disability Insurance	Disability insurance & survivor's benefits
1313-62 Life Insurance	Term life insurance
1314-62 Health Insurance	CalPERS health insurance coverage
3011-62 Office Supplies	Office Supplies
3012-62 Furniture/Equipment	Tiny Tots furniture and play equipment and general office equipment
3013-62 Supplies and Equipment	Plotter supplies, uniforms, janitorial supplies, Tiny Tots supplies, STARS (after school program) supplies and summer camp supplies
3111-62 Contract Services - Private	Contract class instructors, Active, BMI and ASCAP
3113-62 Contract Services - Public	Summer lunch program at three sites
3411-62 Printing & Publishing	Programs and periodic marketing and forms
3415-62 Spotlight Publication	Postage and mailing services for City's quarterly Spotlight (move to Community
3711-63 Utility - Gas	Natural gas charges for the Recreation Center
3712-63 Utility - Electricity	Electricity for the Recreation Center
3714-63 Utility - Water	Water charges for the Recreation Center
3715-63 Utility - Communications	Communication charges for the Recreation Center
3811-62 Equipment Maintenance	Maintenance of the heat/air, telephones, plotters and office equipment.
3813-62 Facility Maintenance	Maintenance and repair of facility equipment, pest control, security alarm and miscellaneous cleaning supplies
3911-62 Equipment Lease and Rental	Lease, rental and maintenance of digital color copier
3971-62 Dues & Memberships	Memberships to California Parks and Recreation Society, Southern California Municipal Athletic Federation, National Recreation and Parks Association and Sam's Club

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3972-62	Conferences & Meetings	Attendance at trainings and workshops
3976-62	Special Departmental	Miscellaneous items for the Department
3979-62	Special Events	Costs related to the City's annual events: 3rd of July, Concerts in the Park, Movies in the Park, Main Street Run, Halloween, Veteran's Day, Parade & Tree Lighting, Excursions and Spring Egg Hunt
3996-62	IT/Equipment Charges	Allocated information technology and equipment charges
3997-62	Vehicle Charges	Allocated vehicle charges
3990-62	Debt Service Payments	Principal and Interest payments of Community Center financing

**Expenditure Detail – Community Center**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: COMMUNITY CENTER  
FUN 11 -General Fund**

**Account Code: 4620**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-62	\$ 149,415	\$ 145,600	\$ 157,600	\$ 174,100
Salaries - Part-time	1112-62	121,111	114,000	114,000	125,000
Overtime	1117-62	2,643	1,400	1,400	1,400
Retirement	1211-62	35,874	34,500	34,900	51,300
FICA-Medicare	1212-62	3,962	4,300	2,300	2,500
Retirement-PST	1213-62	4,542	-	-	-
Other Health-DOC	1311-62	5,453	6,000	6,000	6,000
Disability Insurance	1312-62	1,402	2,100	2,300	2,500
Life Insurance	1313-62	540	500	500	500
Health Insurance	1314-62	40,770	38,700	39,600	44,500
<b>Total Personnel Services</b>		<u>\$ 365,712</u>	<u>\$ 347,100</u>	<u>\$ 358,600</u>	<u>\$ 407,800</u>
<b>Operating Expenses</b>					
Office Supplies	3011-62	\$ 3,707	\$ 2,000	\$ 2,000	\$ 2,000
Furniture/Equipment	3012-62	9,638	5,000	4,000	4,000
Supplies and Equipment	3013-62	73	5,200	4,200	5,200
Contract Services - Private	3111-62	54,476	44,000	52,000	52,000
Contract Services - Public	3113-62	20,252	24,000	24,000	24,000
Printing & Publishing	3411-62	500	500	500	500
Spotlight Publication	3415-62	3,780	3,800	3,800	-
Utility - Gas	3711-63	280	500	500	500
Utility - Electricity	3712-63	19,033	19,000	19,000	19,000
Utility - Water	3714-63	2,940	3,000	3,000	3,000
Utility - Communications	3715-63	778	500	500	500
Equipment Maintenance	3811-62	1,564	2,000	3,000	3,000
Facility Maintenance	3813-62	21,292	20,500	26,700	30,000
Equipment Lease and Rental	3911-62	4,939	4,000	4,700	5,000
Dues & Memberships	3971-62	915	1,300	600	1,300
Conferences & Meetings	3972-62	780	1,000	100	1,000
Special Departmental	3976-62	434	300	800	500
Special Events	3979-62	82,091	79,500	95,500	89,000
IT/Equipment Charges	3996-62	-	20,000	20,000	18,200
Vehicle Charges	3997-62	11,150	7,700	7,700	8,500
<b>Total Operating Expense</b>		<u>\$ 238,622</u>	<u>\$ 243,800</u>	<u>\$ 272,600</u>	<u>\$ 267,200</u>
<b>Debt Service</b>					
Debt Service Payments	3990-62	\$ 461,863	\$ 452,200	\$ 452,200	\$ 439,700
<b>Total Debt Service</b>		<u>\$ 461,863</u>	<u>\$ 452,200</u>	<u>\$ 452,200</u>	<u>\$ 439,700</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 1,066,197</u>	<u>\$ 1,043,100</u>	<u>\$ 1,083,400</u>	<u>\$ 1,114,700</u>



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## Youth Learning Activity Center

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### **Mission**

The Youth Learning Activity Center supports athletics, fitness and mentoring for the residents of La Puente.

### **Primary Functions**

The Youth Learning Activity Center's purpose is to enhance the mind and body through health, fitness, sports, mentoring, life skills, tutoring, arts, recreation, education, and career development. The Center provides a setting for youth to socialize and interact with their peers through structured activities. The Center is the central location for all youth and adult sports such as basketball and volleyball. Facility reservations and La Puente Park reservations are made and processed here.

The Youth Learning Activity Center consists of a full-time Recreation Coordinator, part-time Recreation Specialists and part-time Recreation Leaders who oversee the daily operations. The Center is responsible for the following services:

- Facility Reservations
- Youth and Adult Sports
- Park and Playground Monitoring
- Teen VOICE Programs

***Youth Learning:*** Partnering with the Boys and Girls Club of East San Gabriel Valley to offer youth development activities, art and recreation programs, technology education programs, and character education programs that are designed to strengthen and complement the regular academic program of participating students.

***Facility Reservations:*** The City rents several types of facilities and spaces to meet the community's needs. Rental rates and related costs for all facilities vary, depending upon type of space, and renter category.

***Youth and Adult Sports:*** The Youth Sports program is designed to guide each participant through the fundamentals of each sport and promote team play through teaching, training, and sportsmanship. The Adult Sports program is designed to give the adults of the community an opportunity to play team sports in an organized, clean and safe environment.

### **Goals & Objectives**

The Youth Learning Activity Center General Goals:

- Provide a youth and adult sports program.
- Provide clean and well maintained facilities for rentals
- Implement and administer the volunteer program for Recreation Services
- Improve staff training to increase proficiency and effectiveness.
- Provide world class customer services to external and internal customers.

## Youth Learning Activity Center

### Fiscal Year 2015-2016 Goals

- Increase the participation in youth sports programs such as the Youth Basketball League.
- Develop and implement procedures for weekly playground inspections of the playground at the Puente Creek Nature Education Center.
- Update the Facility Reservation Use policy and procedures for compliance with the CJPIA.
- Offer a full-day summer camp program for the summer of 2015.

### Major Accomplishments

- CPR/First Aid training for Recreation Staff.
- Customer service training for Recreation Staff.
- Radio protocol training for Recreation Staff.
- Summer Camp training for Recreation Staff.
- Supported the American Cancer Society Relay for Life of La Puente 2015 Event.

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2013-14</u>	<u>Adopted Budget 2014-15</u>	<u>Projected Budget 2014-15</u>	<u>Adopted Budget 2015-16</u>
Recreation Coordinator	1.00	1.00	1.00	1.00
Recreation Leader	*	*	*	*
<b>Total FTE</b>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

\*Part-Time Positions - The number of full time equivalent in Recreation Services can vary depending on the amount of budget set aside. For fiscal year 2015-16, the proposed budget is \$90,000 which will cover the costs of part-time positions including recreation leader and specialist.

## Expenditure Summary – Youth Learning Activity Center

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: YOUTH LEARNING ACTIVITY CENTER**  
**FUND: 11 - General Fund**

**Account Code: 4621**

	<b>2013-2014</b>	<b>2014-2015</b>	<b>2014-2015</b>	<b>2015-2016</b>
	<b>Actual</b>	<b>Amended Budget</b>	<b>Estimated</b>	<b>Adopted Budget</b>
Personnel Services	\$ 160,895	\$ 140,000	\$ 142,300	\$ 162,400
Operating Expenditures	86,540	78,200	73,700	76,200
Debt Services	461,863	452,200	452,200	439,700
<b>TOTAL</b>	<b>\$ 709,298</b>	<b>\$ 670,400</b>	<b>\$ 668,200</b>	<b>\$ 678,300</b>

**FUNDING SOURCES**

11 - General Fund	\$ 709,298	\$ 670,400	\$ 668,200	\$ 678,300
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**ACCOUNT NUMBER EXPLANATION**

1111-62 Salaries - Full-time	Salaries for Recreation Coordinator (100%)
1112-62 Salaries - Part-time	Salaries of Part-Time Staff for various activities
1211-62 Retirement	Costs of City's and employee's retirement at CalPERS
1212-62 FICA-Medicare	Medicare benefits for full-time and part-time employees
1213-62 Retirement-PST	Retirement contribution for part-time staff
1311-62 Other Health-DOC	Dental, optical and audio reimbursements
1312-62 Disability Insurance	Costs for insurance such as survivors and long-term disability
1313-62 Life Insurance	Term life insurance
1314-62 Health Insurance	CalPERS health insurance coverage
3011-62 Office Supplies	Office supplies for the Youth Learning Activity Center
3012-62 Furniture/Equipment	Gymnasium equipment and maintenance
3013-62 Supplies and Equipment	Uniforms, plotter supplies, contract class supplies and game room supplies
3111-62 Contract Services - Private	Cost of contract referees for sports leagues
3411-62 Printing & Publishing	Printing of special event programs and periodic marketing
3711-63 Utility - Gas	Natural Gas charges for the Youth Learning Activity Center
3712-63 Utility - Electricity	Electrical Service for the Youth Learning Activity Center (gymnasium and parking lot)
3714-63 Utility - Water	Water charges for the Youth Learning Activity Center
3715-63 Utility - Communications	Communication charges for the Youth Learning Activity Center
3811-62 Equipment Maintenance	Maintenance agreement of kitchen equipment, fire maintenance, water filters, generator service and heat/air
3813-62 Facility Maintenance	Maintenance and repair of facility equipment, pest control, security alarm, custodial services and miscellaneous cleaning supplies
3911-62 Equipment Lease and Rental	Lease, rental and maintenance of color copier
3971-62 Dues & Memberships	Memberships to California Parks and Recreation Society, Southern California Municipal Athletic Federation and Sam's Club
3972-62 Conferences & Meetings	Attendance at trainings and workshops
3976-62 Special Departmental	Miscellaneous items for the Department
3980-62 Sports Activities	Supplies for sports activities, shirts, awards, closing ceremony for the Youth Basketball Program, balls and scorebooks
3990-62 Debt Service Payments	Principal and Interest payments of Community Center financing

**Expenditure Detail – Youth Learning Activity Center**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: YOUTH LEARNING ACTIVITY CENTER**  
**FUND: 11 - General Fund**

**Account Code: 4621**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-62	\$ 39,924	\$ 41,000	\$ 43,100	\$ 47,500
Salaries - Part-time	1112-62	95,949	78,000	78,000	90,000
Overtime	1117-62	2,832	-	1,800	700
Retirement	1211-62	9,579	9,700	9,600	14,000
FICA-Medicare	1212-62	2,011	1,700	600	700
Retirement-PST	1213-62	3,598	-	-	-
Other Health-DOC	1311-62	173	2,000	2,000	2,000
Disability Insurance	1312-62	362	600	600	700
Life Insurance	1313-62	162	200	200	200
Health Insurance	1314-62	6,305	6,800	6,400	6,600
<b>Total Personnel Services</b>		<u>\$ 160,895</u>	<u>\$ 140,000</u>	<u>\$ 142,300</u>	<u>\$ 162,400</u>
<b>Operating Expenses</b>					
Office Supplies	3011-62	\$ 1,928	\$ 2,000	\$ 2,000	\$ 2,000
Furniture/Equipment	3012-62	5,580	5,000	5,000	5,000
Supplies and Equipment	3013-62	-	2,000	2,000	2,000
Contract Services - Private	3111-62	4,509	3,000	3,000	3,000
Printing & Publishing	3411-62	500	500	500	500
Utility - Gas	3711-63	1,920	2,100	2,100	2,100
Utility - Electricity	3712-63	35,742	29,000	29,000	30,000
Utility - Water	3714-63	2,940	3,100	3,100	3,100
Utility - Communications	3715-63	392	300	300	300
Equipment Maintenance	3811-62	3,176	2,500	3,500	3,500
Facility Maintenance	3813-62	18,872	15,500	11,000	10,500
Equipment Lease and Rental	3911-62	4,394	4,500	5,200	5,200
Dues & Memberships	3971-62	285	500	400	500
Conferences & Meetings	3972-62	798	1,000	1,000	1,000
Special Departmental	3976-62	340	1,000	1,100	1,000
Sports Activities	3980-62	5,164	6,200	4,500	6,500
<b>Total Operating Expense</b>		<u>\$ 86,540</u>	<u>\$ 78,200</u>	<u>\$ 73,700</u>	<u>\$ 76,200</u>
<b>Debt Service</b>					
Debt Service Payments	3990-62	\$ 461,863	\$ 452,200	\$ 452,200	\$ 439,700
<b>Total Debt Service</b>		<u>\$ 461,863</u>	<u>\$ 452,200</u>	<u>\$ 452,200</u>	<u>\$ 439,700</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 709,298</u>	<u>\$ 670,400</u>	<u>\$ 668,200</u>	<u>\$ 678,300</u>

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## Senior Services

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### **Mission**

To provide a facility and programming for the elder generations of La Puente and to provide access to health, wellness, educational, social, physical and recreational opportunities in a public setting.

### **Primary Functions**

The Senior Services division of the Recreation Services Department's purpose is to facilitate successful aging by maintaining and enhancing existing community senior programs and by developing new, needed programs and services that offer an enriched quality of life; support services for both independent seniors and the frail elderly; and information on available resources for all seniors. The mission of the division is to meet the social, educational, physical and emotional needs of the older adult. This division also meets the needs of five senior citizen clubs/organizations, which meet at the La Puente Senior Center. The La Puente Senior Center functions as a multipurpose social center.

Senior Services consists of a full-time Senior Center Specialist, a part-time Recreation Specialist, and a part-time Recreation Aide who oversee the daily operations of a 10,500 sq. ft. senior center facility that operates Monday through Friday from the hours of 8:00 a.m.-5:00 p.m. The division is responsible for the following services:

- Daily Nutrition Program
- Adult Education Classes
- Social Services/Case Management
- Recreational Activities
- Trips and Tours
- Health and Community Partners
- Maintenance and Operation

***Daily Nutrition Program:*** The La Puente Senior Center offers a daily nutritional lunch through its community partner YWCA Intervale Senior Services. The City of La Puente Senior Center provides in kind support and the Federal Government through the Area Agency on Aging (AAA) underwrites the meals. Intervale Senior Services provides a site manager to administer the program. Upwards of 12 volunteers assist in the operation of this program.

***Adult Education:*** The senior center offers approximately 40 hours of adult education instruction through 7 instructors and 13 adult education classes. Classes are offered free-of-charge by the Hacienda/La Puente Adult Education to any senior 55 years and older.

***Social Services/Case Management:*** Through community partners the City of La Puente Senior Center offers a variety support services that include:

- Weekly social worker through Huntington Memorial Hospital
- Urgency Case management sponsored by Intervale Senior Services

***Recreation Activities:*** Senior Services offers a wide variety of activities through the month to keep seniors active and engaged. Activities include:

- Monthly Theme Dances
- Weekly Bingo
- Billiard Tournaments
- Fitness Classes

## Senior Services

### Primary Functions (continued)

- Weekly Arts & Crafts, Movies, Dance Group, Spanish Club and Doll Making.
- Oil Painting Club
- T.O.P.S. Weight Loss Club

***Trips and Tours:*** The La Puente Senior Center offers a variety of trips and tours throughout the year. Trips can include day trips, casino turnarounds and overnight trips.

***Health and Community Partners:*** The La Puente Senior Center has numerous partners that provide a range of services that seniors can take advantage of and utilize. This makes the senior center a one stop shop for a variety of services that include:

- Income Tax preparation
- Barber/Beauty Services
- Notary Public Services
- Health Screenings
- Legal Advice
- Financial Advice
- Homeowners and Renters Assistance
- Manicurist

### Goals & Objectives

- Continue to improve the quality of classes, dances, lunch program, and excursions for seniors
- Enhance the existing community senior programs
- Expand support services for both independent seniors and the frail elderly
- Continue to provide a safe and well-maintained facility
- Improve staff training to increase proficiency and effectiveness
- Provide first class customer service to external and internal customers
- Partner with local agencies, businesses and non-profits to produce special events and programs

### Fiscal Year 2015-2016 Goals

- Develop a volunteer tracking program
- Develop an intergeneration program

### Major Accomplishments

- Celebrated Older American's Month in the month of May with participation by the LEAD program schools

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2013-14</u>	<u>Adopted Budget 2014-15</u>	<u>Projected Budget 2014-15</u>	<u>Adopted Budget 2015-16</u>
Senior Center Specialist	0.60	0.60	0.60	0.60
Recreation Leader	2.00	2.00	2.00	2.00
Recreation Specialist	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>Total FTE</b>	<u>3.60</u>	<u>3.60</u>	<u>3.60</u>	<u>3.60</u>

## Expenditure Summary – Senior Services

CITY OF LA PUENTE

FY 2015-2016

DEPARTMENT: SENIOR SERVICES  
 FUND: 11 - General Fund

Account Code: 4630

	2013-2014 Actual	2014-2015 Amended Budget	2014-2015 Estimated	2015-2016 Adopted Budget
Personnel Services	\$ 50,709	\$ 66,000	\$ 67,300	\$ 63,600
Operating Expenditures	55,008	71,200	70,500	86,400
<b>TOTAL</b>	<b>\$ 105,717</b>	<b>\$ 137,200</b>	<b>\$ 137,800</b>	<b>\$ 150,000</b>

**FUNDING SOURCES**

11 -General Fund	\$ 105,717	\$ 137,200	\$ 137,800	\$ 150,000
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**ACCOUNT NUMBER EXPLANATION**

1111-63 Salaries - Full-time	Salaries for Senior Center Specialist (60%)
1112-63 Salaries - Part-time	Salaries of Part-Time Recreation Specialists
1211-63 Retirement	Costs of City's and employee's retirement at CalPERS
1212-63 FICA-Medicare	Medicare benefits for full-time and part-time employees
1213-63 Retirement-PST	Retirement contribution for part-time staff
1311-63 Other Health-DOC	Dental, optical and audio reimbursements
1312-63 Disability Insurance	Disability insurance & survivor's benefits
1313-63 Life Insurance	Term life insurance
1314-63 Health Insurance	CalPERS health insurance coverage
3011-63 Office Supplies	Office supplies for the Senior Center
3012-63 Furniture/Equipment	General supplies and purchase of equipment
3013-63 Supplies and Equipment	Coffee Service for seniors
3411-63 Printing & Publishing	Plotter supplies, periodic marketing and brochures
3711-63 Utility - Gas	Natural gas charges for the Senior Center
3712-63 Utility - Electricity	Electricity charges for the Senior Center
3714-63 Utility - Water	Water charges for the Senior Center
3715-63 Utility - Communications	Telephone service for the Senior Center
3811-63 Equipment Maintenance	Maintenance agreement for kitchen equipment, fire maintenance, water filter, generator service and heat/air
3813-63 Facility Maintenance	Custodial service, pest control, security alarm, plumbing and carpet cleaning
3814-63 Landscape Maintenance	Landscaping services for the Senior Center
3911-63 Equipment Lease and Rental	Lease, rental and maintenance of digital color copier
3961-63 Subscriptions & Publications	Daily newspaper subscriptions
3971-63 Dues & Memberships	Membership to California Parks and Recreation Society and National Recreation Parks Associations
3972-63 Conferences & Meetings	Attendance at trainings and workshops
3976-63 Special Departmental	Miscellaneous items
3979-63 Special Events	Provides supplies, catering, entertainment and decorations for monthly dances, excursions and volunteer recognition

**Expenditure Detail – Senior Services**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: SENIOR SERVICES**  
**FUND: 11 - General Fund**

**Account Code: 4630**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-63	\$ 20,137	\$ 24,500	\$ 25,100	\$ 26,400
Salaries - Part-time	1112-63	14,951	26,200	26,200	19,000
Overtime	1117-63	720	-	200	500
Leave Conversion Incentives	1118-63	2,381	-	1,000	-
Retirement	1211-63	4,914	5,800	5,600	7,800
FICA-Medicare	1212-63	555	700	400	400
Retirement-PST	1213-63	-	-	-	-
Other Health-DOC	1311-63	341	1,200	1,200	1,200
Disability Insurance	1312-63	195	400	400	400
Life Insurance	1313-63	87	100	100	100
Health Insurance	1314-63	6,428	7,100	7,100	7,800
<b>Total Personnel Services</b>		<u>\$ 50,709</u>	<u>\$ 66,000</u>	<u>\$ 67,300</u>	<u>\$ 63,600</u>
<b>Operating Expenses</b>					
Office Supplies	3011-63	\$ 706	\$ 1,000	\$ 1,000	\$ 1,000
Furniture/Equipment	3012-63	6,284	7,300	7,300	7,300
Supplies and Equipment	3013-63	347	500	-	500
Printing & Publishing	3411-63	-	400	-	400
Utility - Gas	3711-63	1,059	1,900	1,900	1,900
Utility - Electricity	3712-63	15,133	20,100	20,100	20,100
Utility - Water	3714-63	2,154	1,500	1,500	1,500
Utility - Communications	3715-63	1,990	2,800	2,800	2,800
Equipment Maintenance	3811-63	6,777	4,500	4,500	4,500
Facility Maintenance	3813-63	9,548	16,500	14,200	19,700
Landscape Maintenance	3814-63	1,166	1,500	1,500	1,600
Equipment Lease and Rental	3911-63	2,382	2,800	2,800	2,800
Subscriptions & Publications	3961-63	252	400	400	400
Dues & Memberships	3971-63	70	300	-	300
Conferences & Meetings	3972-63	-	500	-	500
Special Departmental	3976-63	70	300	300	300
Special Events	3979-63	6,985	8,900	6,900	7,000
IT/Equipment Charges	3996-63	-	-	5,300	13,800
Furniture/Office Equipment	4585-63	85	-	-	-
<b>Total Operating Expense</b>		<u>\$ 55,008</u>	<u>\$ 71,200</u>	<u>\$ 70,500</u>	<u>\$ 86,400</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 105,717</u>	<u>\$ 137,200</u>	<u>\$ 137,800</u>	<u>\$ 150,000</u>



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## Sewer Construction & Maintenance

### Mission

To provide for costs relating to the operation and maintenance of the City's sewer collection system.

### Primary Functions

The sewer maintenance division provides for personnel costs and operating costs such as office supplies, legal fees and postage and mailing relating to the sewer district fund.

### Goals & Objectives

- To replace aging sewer systems
- To move forward with City CIP plan for sewer reconstruction of old, damaged and/or undersized pipelines.
- To meet new strict State requirements on sewer system maintenance and operations

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2013-14</u>	<u>Adopted Budget 2014-15</u>	<u>Projected Budget 2014-15</u>	<u>Adopted Budget 2015-16</u>
City Manager	0.15	0.15	0.15	0.00
Director of Administrative Services	0.15	0.15	0.15	0.00
Finance Manager	0.05	0.05	0.05	0.00
Director of Development Services	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.00</u>
<b>Total FTE</b>	<u>0.45</u>	<u>0.45</u>	<u>0.45</u>	<u>0.00</u>

## Expenditure Summary – Sewer Construction & Maintenance

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: DEVELOPMENT SERVICES**

**Account Code: 4710**

**FUND: 50 - Sewer Construction & Maintenance Fund**

	<u>2013-2014</u> Actual	<u>2014-2015</u> Amended Budget	<u>2014-2015</u> Estimated	<u>2015-2016</u> Adopted Budget
Personnel Services	\$ 57,518	\$ 94,400	\$ 86,150	\$ -
Operating Expenditures	74,076	26,200	26,300	27,200
Debt Service	-	-	-	-
Transfer to Other Funds	637,199	643,000	639,000	816,000
<b>TOTAL</b>	<u>\$ 768,793</u>	<u>\$ 763,600</u>	<u>\$ 751,450</u>	<u>\$ 843,200</u>

**FUNDING SOURCES**

50 - Sewer Construction & Maintenance Fund	<u>\$ 768,793</u>	<u>\$ 763,600</u>	<u>\$ 751,450</u>	<u>\$ 843,200</u>
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**ACCOUNT NUMBER EXPLANATION**

1111-71	Salaries Full-Time	Allocated salaries for City Manager, Director of Administrative Services, Finance Manager, Finance Services Supervisor, Accounting Assistant, and Director of Development Services
1211-71	Retirement	Costs of City's and employee's retirement at CalPERS
1212-71	FICA-Medicare	Medicare benefits for full-time and part-time employees
1311-71	Other Health-DOC	Dental, optical and audio reimbursement costs
1312-71	Disability Insurance	Disability insurance & survivor's benefits
1313-71	Life Insurance	Term life insurance
1314-71	Health Insurance	CalPERS health insurance coverage
3111-71	Contract Services - Private	Maintenance contract for the Consolidated Sewer Maintenance District
3113-71	Contract Services - Public	Annual permit fee with State Water Resources Control Board
4999-71	Transfer to Other Funds	Debt service payment on 2007 Sewer Revenue Bonds (\$641,000) and Administrative Costs (\$175,000)

**Expenditure Detail – Sewer Construction & Maintenance**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: DEVELOPMENT SERVICES**  
**FUND: 50 -Sewer Construction & Maintenance Fund**

**Account Code: 4710**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Personnel Services</b>					
Salaries - Full-time	1111-71	\$ 41,360	\$ 69,900	\$ 65,000	\$ -
Retirement	1211-71	9,921	16,600	15,000	-
FICA-Medicare	1212-71	609	1,000	800	-
Other Health-DOC	1311-71	1,350	1,100	500	-
Disability Insurance	1312-71	429	300	250	-
Life Insurance	1313-71	49	200	100	-
Health Insurance	1314-71	3,800	5,300	4,500	-
<b>Total Personnel Services</b>		<u>\$ 57,518</u>	<u>\$ 94,400</u>	<u>\$ 86,150</u>	<u>\$ -</u>
<b>Operating Expenses</b>					
Contract Services - Private	3111-71	\$ 43,261	\$ 6,500	\$ 6,500	\$ 6,500
Contract Services - Public	3113-71	23,115	19,300	19,300	19,800
Special Departmental	3976-71	-	-	100	500
IT/Equipment Charges	3996-71	2,100	400	400	400
Vehicle Charges	3977-71	5,600	-	-	-
<b>Total Operating Expense</b>		<u>\$ 74,076</u>	<u>\$ 26,200</u>	<u>\$ 26,300</u>	<u>\$ 27,200</u>
<b>Transfer to Other Funds</b>					
Transfer to Other Funds	4999-71	\$ 637,199	\$ 643,000	\$ 639,000	\$ 816,000
<b>Total Transfer to Other Fund</b>		<u>\$ 637,199</u>	<u>\$ 643,000</u>	<u>\$ 639,000</u>	<u>\$ 816,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 768,793</u>	<u>\$ 763,600</u>	<u>\$ 751,450</u>	<u>\$ 843,200</u>

**Expenditure Summary – 2007 Sewer Revenue Bond**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: DEVELOPMENT SERVICES**  
**FUND: 52 - 2007 Sewer Revenue Bond Fund**

**Account Code: 4720**

	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
Personnel Services	\$ 200	\$ -	\$ -	\$ -
Operating Expenditures	139,390	-	-	-
Debt Service	<u>426,513</u>	<u>643,000</u>	<u>638,960</u>	<u>641,000</u>
<b>TOTAL</b>	<u>\$ 566,103</u>	<u>\$ 643,000</u>	<u>\$ 638,960</u>	<u>\$ 641,000</u>

**FUNDING SOURCES**

52 - 2007 Sewer Revenue Bond Fund	<u>\$ 566,103</u>	<u>\$ 643,000</u>	<u>\$ 777,160</u>	<u>\$ 641,000</u>
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**ACCOUNT NUMBER EXPLANATION**

3989-71	Principal Payments	Debt service payment on 2007 Sewer Revenue Bonds
3990-71	Interest Payments	Debt service payment on 2007 Sewer Revenue Bonds

**Expenditure Detail – 2007 Sewer Revenue Bond**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT:DEVELOPMENT SERVICES**  
**FUND: 52 - 2007 Sewer Revenue Bond Fund**

**Account Code: 4720**

		<b>2013-2014</b>	<b>2014-2015</b>	<b>2014-2015</b>	<b>2015-2016</b>
		<b>Actual</b>	<b>Amended</b>	<b>Estimated</b>	<b>Adopted</b>
			<b>Budget</b>		<b>Budget</b>
<b>Personnel Services</b>					
Other Health-DOC	1311-72	\$ 200	\$ -	\$ 200	\$ -
<b>Total Personnel Services</b>		<u>\$ 200</u>	<u>\$ -</u>	<u>\$ 200</u>	<u>\$ -</u>
<b>Operating Expenses</b>					
Contract Services - Private	3111-71	\$ 2,000	\$ -	\$ -	\$ -
Contract Services - Public	3113-71	-	-	-	-
IT/Equipment Charges	3996-71	-	-	-	-
Depreciation	3997-71	137,390	-	138,000	-
<b>Total Operating Expense</b>		<u>\$ 139,390</u>	<u>\$ -</u>	<u>\$ 138,000</u>	<u>\$ -</u>
<b>Debt Service</b>					
Principal Payments	3989-71	\$ -	\$ 225,000	\$ 225,000	\$ 235,000
Interest Payments	3990-71	422,199	418,000	413,960	406,000
Costs of Issuance	3994-71	-	-	-	-
Bond Discounts	3995-71	4,314	-	-	-
<b>Total Debt Service</b>		<u>\$ 426,513</u>	<u>\$ 643,000</u>	<u>\$ 638,960</u>	<u>\$ 641,000</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 566,103</u>	<u>\$ 643,000</u>	<u>\$ 777,160</u>	<u>\$ 641,000</u>

## Expenditure Summary – Consolidated Sewer Maintenance District Fund

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: DEVELOPMENT SERVICES**

**Account Code: 4730**

**FUND: 54 - Consolidated Sewer Maintenance District Fund**

	<b>2013-2014 Actual</b>	<b>2014-2015 Amended Budget</b>	<b>2014-2015 Estimated</b>	<b>2015-2016 Adopted Budget</b>
Personnel Services	\$ 32,779	\$ 78,400	\$ 77,700	\$ -
Operating Expenditures	30,024	85,000	60,000	158,500
Debt Service	-	-	-	-
Transfer to Other Funds	-	-	-	-
<b>TOTAL</b>	<b>\$ 62,803</b>	<b>\$ 163,400</b>	<b>\$ 137,700</b>	<b>\$ 158,500</b>

**FUNDING SOURCES**

54 - CSMD Fund	\$ 62,803	\$ 163,400	\$ 137,700	\$ 158,500
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**ACCOUNT NUMBER EXPLANATION**

1111-73	Salaries Full-Time	Allocated salaries for City Manager, Director of Administrative Services, Finance Manager, Finance Services Supervisor, Accounting Assistant, and Director of Development Services
1112-73	Salaries Part-Time	Salaries of Part-Time Staff
1211-73	Retirement	Costs of City's and employee's retirement at CalPERS
1212-73	FICA-Medicare	Medicare benefits for full-time and part-time employees
1213-73	Retirement - PST	Retirement contribution for part-time staff
1311-73	Other Health-DOC	Dental, optical and audio reimbursement costs
1312-73	Disability Insurance	Disability insurance & survivor's benefits
1313-73	Life Insurance	Term life insurance
1314-73	Health Insurance	CalPERS health insurance coverage
3111-73	Contract Services - Private	Maintenance contract for the annual sewer cleaning & NPDES MS4 compliance monitoring and testing
3113-73	Contract Services - Public	Annual permit fee with State Water Resources Control Board
4999-73	Transfer to Other Funds	Transfer to the General Fund for indirect Administrative Costs

**Expenditure Detail – Consolidated Sewer Maintenance District Fund**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: DEVELOPMENT SERVICES**  
**FUND: 54 - Consolidated Sewer Maintenance District Fund**

**Account Code: 4730**

<u>Description</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Personnel Services</b>				
Salaries - Full-time	1111-73 \$ 23,927	\$ 57,300	\$ 58,743	\$ -
Retirement	1211-73 5,810	14,100	12,100	-
FICA-Medicare	1212-73 356	800	857	-
Other Health-DOC	1311-73 453	1,000	800	-
Disability Insurance	1312-73 205	500	500	-
Life Insurance	1313-73 23	200	200	-
Health Insurance	1314-73 2,005	4,500	4,500	-
	<u>\$ 32,779</u>	<u>\$ 78,400</u>	<u>\$ 77,700</u>	<u>\$ -</u>
<b>Operating Expenses</b>				
Contract Services - Private	3111-73 \$ 30,024	\$ 85,000	\$ 60,000	\$ 70,000
Printing & Publishing	3411-73 -	-	-	500
Transfer to General Fund	4999-73 -	-	-	88,000
<b>Total Operating Expense</b>	<u>\$ 30,024</u>	<u>\$ 85,000</u>	<u>\$ 60,000</u>	<u>\$ 158,500</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 62,803</u></u>	<u><u>\$ 163,400</u></u>	<u><u>\$ 137,700</u></u>	<u><u>\$ 158,500</u></u>



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## Equipment Replacement & Maintenance

### Mission

To provide support and maintenance for the City's network, applications, computers, printers and website.

### Primary Functions

The IT Department oversees the City's network, website, and applications. Additional services include troubleshooting, network security and monitoring. Act as liaison with outside contractors such as DSL Extreme, MX Logic, 3Com, etc.

### Goals & Objectives

- Provide ongoing technical support to the departments.
- Upgrade to a more powerful backup solution.
- Upgrade server hardware to meet increasing demands for speed, reliability and disk space.
- Reduce paper usage and toner costs towards becoming a paperless office.
- Overhaul the vendor database to allow for numeric rather than alphabetic keys.

### Fiscal Year 2015-2016 Objectives:

- Upgrade servers, as needed.
- Upgrade financial software to current version.
- Install additional surveillance equipment to deter vandalism, burglary and graffiti.

### Major Accomplishments:

- Installed and implemented networking capability at the Community Center/Youth Learning Activity Center.
- Created additional fiber link from City Hall for voice and data traffic at the Community Center/Youth Learning Activity Center.
- Upgraded the network to newer technology to provide faster and more efficient information access and retrieval.
- Completed the City's new web site.
- Completed the new telephone system.
- Completed firewall upgrade on network.

<u>Full Time Equivalent (FTE)</u>	<u>Actual 2013-14</u>	<u>Adopted Budget 2014-15</u>	<u>Projected Budget 2014-15</u>	<u>Adopted Budget 2015-16</u>
IT Systems Analyst	0.00	0.00	0.00	0.00
IT Technician	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>Total FTE</b>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

## Expenditure Summary – Equipment Replacement & Maintenance

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: INFORMATION TECHNOLOGY**  
**FUND: 61 - Equipment Replacement Fund**

**Account Code: 4810**

	<b>2013-2014 Actual</b>	<b>2014-2015 Amended Budget</b>	<b>2014-2015 Estimated</b>	<b>2015-2016 Adopted Budget</b>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Operating Expenditures	136,953	172,022	187,900	182,200
Debt Services	-	-	-	-
<b>TOTAL</b>	<u>\$ 136,953</u>	<u>\$ 172,022</u>	<u>\$ 187,900</u>	<u>\$ 182,200</u>
<b><u>FUNDING SOURCES</u></b>				
61 - Equipment Replacement Fund	<u>\$ 136,953</u>	<u>\$ 172,022</u>	<u>\$ 187,900</u>	<u>\$ 182,200</u>

**ACCOUNT NUMBER EXPLANATION**

3011-81	Office Supplies	Office Supplies for IT related items
3016-81	Computer Hardware & Software	Computer equipment and services as per IT Five Year Plan
3111-81	Contract Services -Private	Contract services for IT services provider
3976-81	Special Departmental Supplies	Miscellaneous IT supplies
3997-81	Depreciation Expense	Depreciation of IT fixed assets

**Expenditure Detail – Equipment Replacement & Maintenance**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: INFORMATION TECHNOLOGY**  
**FUND: 61 - Equipment Replacement Fund**

**Account Code: 4810**

<b>Description</b>	<b>Account Number</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Amended Budget</b>	<b>2014-2015 Estimated</b>	<b>2015-2016 Adopted Budget</b>
<b>Operating Expenses</b>					
Office Supplies	3011-81	\$ -	\$ -	\$ -	\$ 2,000
Computer Hardware & Software	3016-81	102,568	110,622	110,600	108,600
Contract Services - Private	3111-81	34,385	61,400	60,400	54,700
Special Departmental Supplies	3976-81	-	-	-	2,000
Depreciation Expense	3997-81	-	-	16,900	16,900
<b>Total Operating Expense</b>		<u>\$ 136,953</u>	<u>\$ 172,022</u>	<u>\$ 187,900</u>	<u>\$ 182,200</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 136,953</u>	<u>\$ 172,022</u>	<u>\$ 187,900</u>	<u>\$ 182,200</u>



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## Vehicle Equipment & Replacement

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### **Mission**

To ensure that City vehicles and equipment are available, dependable, safe to operate, cost effective, and energy efficient.

### **Primary Functions**

The Vehicle division provides for fuel costs, oil changes, regular maintenance or any repairs for all City owned vehicles. In addition, this division will account for costs of any new purchases of vehicles unless funded by grants.

### **Goals & Objectives**

- Provide regular maintenance to existing vehicles.

**Expenditure Summary – Vehicle Equipment & Replacement**

**CITY OF LA PUENTE**

**FY 2015-2016**

**DEPARTMENT: VEHICLE CHARGES**  
**FUND: 62 - Vehicle Replacement Fund**

**Account Code: 4850**

	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
Operating Expenditures	\$ 107,489	\$ 55,500	\$ 91,800	\$ 102,000
Capital Outlay	-	-	-	-
<b>TOTAL</b>	<u>\$ 107,489</u>	<u>\$ 55,500</u>	<u>\$ 91,800</u>	<u>\$ 102,000</u>

**FUNDING SOURCES**

62 - Vehicle Replacement Fund	<u>\$ 107,489</u>	<u>\$ 55,500</u>	<u>\$ 91,800</u>	<u>\$ 102,000</u>
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**ACCOUNT NUMBER EXPLANATION**

3014-85 Fuel Supplies	Fuel costs for City vehicles
3812-85 Vehicle Maintenance	General maintenance and repairs of City vehicles
3997-85 Depreciation Expense	Depreciation of City owned vehicles
4484-85 Vehicle Purchase	Vehicle purchases

**Expenditure Detail – Vehicle Equipment & Replacement**

CITY OF LA PUENTE

FY 2015-2016

**DEPARTMENT: DEVELOPMENT SERVICES**  
**FUND: 62 -Equipment Replacement Fund**

**Account Code: 4850**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Adopted Budget</u>
<b>Operating Expenses</b>					
Fuel Supplies	3014-85	\$ 36,896	\$ 32,300	\$ 23,000	\$ 32,400
Vehicle Maintenance	3812-85	24,996	23,200	23,200	24,000
Depreciation Expense	3997-85	45,597	-	45,600	45,600
<b>Total Operating Expense</b>		<u>\$ 107,489</u>	<u>\$ 55,500</u>	<u>\$ 91,800</u>	<u>\$ 102,000</u>
<b>Capital Outlay</b>					
Vehicle Purchase	4484-85	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Outlay</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 107,489</u>	<u>\$ 55,500</u>	<u>\$ 91,800</u>	<u>\$ 102,000</u>



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## **Successor Agency**

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### **Mission**

To establish a Successor Agency (SA) to manage redevelopment projects, make payment on enforceable obligations and dispose of redevelopment assets and properties. An Oversight Board (OB) is established to supervise the work of the Successor Agency.

### **Primary Functions**

The SA prepares the Recognized Obligation Payment Schedules (ROPS) and the OB approves all actions as they have the fiduciary responsibility to holders of enforceable obligations as well as to the local agencies that would benefit from property tax distributions from the former redevelopment project area. Property tax revenues are now being used to pay required payments on existing bonds and other related obligations. The remaining property tax revenues that exceed the enforceable obligations are now being allocated to cities, counties, special districts and school and community college districts thereby providing critical resources to preserve core public services.

### **Goals & Objectives**

To successfully wind down the former Redevelopment activities through proper use of RPTTF funds as contained in the approved ROPS.

**Expenditure Summary – Successor Agency**

**SUCCESSOR AGENCY TO THE LA PUENTE CDC**

**FY 2015-2016**

**DEPARTMENT: FINANCIAL SERVICES**  
**FUND: RPTTF Fund**

**Account Code: 4960**

	<u>2013-2014</u> <u>Actual</u>	<u>2014-2015</u> <u>Amended</u> <u>Budget</u>	<u>2014-2015</u> <u>Estimated</u>	<u>2015-2016</u> <u>Proposed</u> <u>Budget</u>
Personnel Services	\$ -	\$ 142,942	\$ -	\$ -
Operating Expenditures	153,948	109,830	250,000	250,400
Debt Services	331,757	327,968	327,968	271,200
<b>TOTAL</b>	<u>\$ 485,705</u>	<u>\$ 580,740</u>	<u>\$ 577,968</u>	<u>\$ 521,600</u>

**FUNDING SOURCES**

70 - RPTTF Fund	<u>\$ 485,705</u>	<u>\$ 580,740</u>	<u>\$ 577,968</u>	<u>\$ 521,600</u>
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**ACCOUNT NUMBER EXPLANATION**

1111-11	Salaries - Full-Time	Salaries for City Staff's allocation
1211-11	Retirement	Costs of City's and Council Member's share of PERS
1212-11	FICA-Medicare	Medicare benefits for Council Members
1311-11	Other Health-DOC	Dental, optical and audio reimbursement costs
1312-11	Disability Insurance	Disability Insurance & Survivor's Benefits
1313-11	Life Insurance	Costs for term life insurance
1314-11	Health Insurance	Costs of health insurance coverage from CalPERS
3111-70	Contract Services	Legislative services and audit fees
3114-70	Legal Services	Legal expenses
3966-70	Fiscal Agent Fees	Fiscal agent fees for TABS loan
3990-70	TABS Interest Expense	Interest expenses for TABS loan
3993-70	TAB Payments	Principal payment for TABS loan
3997-70	IT/Equipment Charges	Allocated information technology and equipment charges

**Expenditure Detail – Successor Agency**

**SUCCESSOR AGENCY TO THE LA PUENTE CDC**

**FY 2015-2016**

**DEPARTMENT: FINANCIAL SERVICES**  
**FUND: 70 - RPTTF Fund**

**Account Code: 4960**

<u>Description</u>	<u>Acct. No.</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Amended Budget</u>	<u>2014-2015 Estimated</u>	<u>2015-2016 Proposed Budget</u>
<b>Personnel Services</b>					
Salaries - Full-Time	1111-70	\$ -	\$ 101,464	\$ -	\$ -
Retirement	1211-70	-	24,035	-	-
FICA-Medicare	1212-70	-	1,471	-	-
Other Health-DOC	1311-70	-	1,900	-	-
Disability Insurance	1312-70	-	1,439	-	-
Life Insurance	1313-70	-	154	-	-
Health Insurance	1314-70	-	12,479	-	-
<b>Total Personnel Services</b>		<u>\$ -</u>	<u>\$ 142,942</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Operating Expenses</b>					
Contract Services	3111-70	\$ 30,980	\$ 48,158	\$ 48,158	\$ 43,500
Legal Services	3114-70	23,113	60,000	10,000	45,000
Fiscal Agent Fees	3966-70	1,372	1,272	1,500	1,500
IT/Equipment Charges	3997-70	-	400	400	400
Transfer to Other Funds	4999-70	98,483	-	189,942	160,000
<b>Total Operating Expense</b>		<u>\$ 153,948</u>	<u>\$ 109,830</u>	<u>\$ 250,000</u>	<u>\$ 250,400</u>
<b>Debt Service</b>					
Debt Service Payments	3993-70	\$ 331,757	\$ 327,968	\$ 327,968	\$ 271,200
<b>Total Debt Service</b>		<u>\$ 331,757</u>	<u>\$ 327,968</u>	<u>\$ 327,968</u>	<u>\$ 271,200</u>
<b>TOTAL EXPENDITURES</b>		<u>\$ 485,705</u>	<u>\$ 580,740</u>	<u>\$ 577,968</u>	<u>\$ 521,600</u>



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## **Capital Improvement Summary**

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### **Mission**

The City's Capital Improvement Program (CIP) represents the City Council approved projects aimed at improving the City's public infrastructure areas which include: streets and roads, alleyways, sidewalks, sewers, storm drains, traffic signals and public facilities.

### **Primary Functions**

The primary function of the City's CIP is to identify, plan, and account for major capital improvement projects to enhance or improve the various infrastructure systems and public facilities within the City.

### **Goals & Objectives**

- To maximize available funding sources to implement the City's identified CIP projects.
- To carry-out and complete CIP projects in a timely fashion with the least amount of inconvenience to the residents of La Puente and the general public.
- To administer the projects so as to minimize the need for change orders and cost overruns.

### **Carryover Projects – Fiscal Year 2014-2015**

Listed below are those projects which received City Council approval and funding within the 2014-15 Fiscal Year and are currently underway and are being carried forward with funding for the 2015-16 Fiscal Year.

- **Temple Avenue Sidewalk/Parkway Improvements and Glendora Ave. Resurfacing** – Construction of new sidewalks and landscaped parkway improvements along Temple Avenue from Lanny Avenue to the east City limit and the resurfacing of Glendora Avenue from Nelson Avenue to Temple Avenue.
- **Traffic Signal Improvements** – Upgrades and improvements to traffic signals along Amar Boulevard.
- **Local Street Improvements/Resurfacing** – Street resurfacing and handicap ramp/sidewalk improvements for segments of the following local streets: Aileron Avenue, Mentz Avenue, Workman Avenue, and Ferrero Lane.

### **New Projects – Fiscal Year 2015-2016**

Listed below are the projects considered to be new projects for the 2015-16 Fiscal Year:

- **Major Street Resurfacing – Temple Ave.** – Resurfacing and landscape parkway improvements from Puente Avenue to approximately Ardilla Ave.
- **Bus Shelter Replacement** – Replacement of 8 existing bus shelter structures at 8 locations within the City.
- **Park Restroom Improvements** – Installation of a new modular restroom facility at La Puente Park to replace existing restroom near the playground.
- **Concrete Sidewalk Improvements** – Removal and replacement of displaced sidewalks throughout the City.
- **Sewer Capital Improvements** – Increase sewer capacity on Valley Blvd between Wickford and Ferrero and on Wickford between Valley and Inyo.
- **Sewer Maintenance Improvements** – Repair existing sewer lines at various locations within the City.

## Capital Improvement Projects

### City of La Puente Summary of Capital Improvement Projects by Fund Fiscal Year 2015-2016 Adopted Budget

#### Prior Year & Fiscal Year 2014-2015 and New Projects for Fiscal Year 2015-2016

Acct. No.	Project Title	Fund	FY 2013-14	FY 2014-15	FY 2014-15	FY 2015-16
			Actuals	Budget	Estimated	Adopted
32-5505	Traffic Signal Improvements	Gas Tax	\$ 5,901	\$ -	\$ -	\$ -
32-5507	Local Street Improvements	Gas Tax	122,353	-	-	-
32-5563	Sewer Improvement Project Ph IV	Gas Tax	59,290	-	-	-
32-5566	Safe Route to Schools - Matching Funds	Gas Tax	15,560	51,000	121,700	-
32-5567	Local Street Improvements	Gas Tax	-	200,000	100,000	435,400
32-5572	Concrete Sidewalk Improvements - Various Locations	Measure R	-	-	-	20,000
	<b>Total For Gas tax</b>		<b>\$ 203,104</b>	<b>\$ 251,000</b>	<b>\$ 221,700</b>	<b>\$ 455,400</b>
34-5566	Local Street Improvements	Cal-Recycle	\$ -	\$ 250,000	\$ 100,000	\$ -
	<b>Total For Cal-Recycle</b>		<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>
36-5571	Nature Education Center	Park Grant	\$ (10,604)	\$ -	\$ -	\$ -
	<b>Total for Park Grant</b>		<b>\$ (10,604)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
37-5563	Santo Oro Storm Drain and Local Street Improvement	Prop 1B	\$ -	\$ -	\$ 62,700	\$ -
	<b>Total Prop 1B</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 62,700</b>	<b>\$ -</b>
39-5507	Local Street Improvements	TDA	\$ 75,500	\$ -	\$ -	\$ -
39-5572	Concrete Sidewalk Improvements - Various Locations	TDA	-	-	-	30,000
39-5999	Transfer Out to General Fund	20% Admin	-	-	-	-
	<b>Total TDA</b>		<b>\$ 75,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>
40-5568	Temple Ave Sidewalk/Parkway & Glendora Ave Improvement	STPL	\$ -	\$ 533,000	\$ -	\$ 634,000
	<b>Total for STPL</b>		<b>\$ -</b>	<b>\$ 533,000</b>	<b>\$ -</b>	<b>\$ 634,000</b>
41-5503	Valley Blvd. Improvements - Phase II	CDBG	\$ (58,000)	\$ -	\$ -	\$ -
41-5550	Park Restroom Improvements - La Puente Park	CDBG	-	-	-	300,000
	<b>Total for CDBG</b>		<b>\$ (58,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>
43-5547	Bus Shelter Replacement - 8 Locations (Prop A)	Foothill Transit Grant	\$ -	\$ -	\$ -	\$ 35,000
	<b>Total for Miscellaneous Grants</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,000</b>
45-5505	LP-3 Traffic Signals (HSIP)	HSIP	\$ (23,303)	\$ -	\$ -	\$ -
45-5569	Traffic Signal Improvements - Various	HSIP	(10,630)	1,003,000	130,000	873,000
	<b>Total for HSIP</b>		<b>\$ (33,933)</b>	<b>\$ 1,003,000</b>	<b>\$ 130,000</b>	<b>\$ 873,000</b>
47-5503	Valley Blvd. Improvements - Phase II	Measure R	\$ 5,000	\$ -	\$ -	\$ -
47-5569	LP-3 Traffic Signals (HSIP)	Measure R	-	115,000	-	247,000
47-5507	Local Street Improvements	Measure R	223,411	-	-	-
47-5567	Local Street Improvements/Resurfacing - Various	Measure R	-	50,000	52,000	-
47-5532	Santo Oro Storm Drain and Local Street Improvement	Measure R	73,680	747,000	729,300	-
47-5572	Concrete Sidewalk Improvements - Various Locations	Measure R	-	-	-	150,000
47-5999	Transfer Out to General Fund	20% Admin	60,418	182,400	162,880	79,400
	<b>Total for Measure R</b>		<b>\$ 362,509</b>	<b>\$ 1,094,400</b>	<b>\$ 944,180</b>	<b>\$ 476,400</b>
48-5547	Bus Shelter Replacement - 8 Locations	Prop A	\$ -	\$ -	\$ -	\$ 135,000
	<b>Total for Prop A Fund</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 135,000</b>

## Capital Improvement Projects

### City of La Puente Summary of Capital Improvement Projects by Fund Fiscal Year 2015-2016 Adopted Budget

#### Prior Year & Fiscal Year 2014-2015 and New Projects for Fiscal Year 2015-2016

<u>Acct. No.</u>	<u>Project Title</u>	<u>Fund</u>	<u>FY 2013-14</u> <u>Actuals</u>	<u>FY 2014-15</u> <u>Budget</u>	<u>FY 2014-15</u> <u>Estimated</u>	<u>FY 2015-16</u> <u>Adopted</u>
49-5503	Street Improvement	PROP C	\$ 5,411	\$ -	\$ -	\$ -
49-5505	Amar Rd. Street & Drainage Improvements	PROP C	1,274,287	-	-	-
49-5567	Temple Avenue Sidewalk & Parkway Landscape - Design	PROP C	72,032	-	-	466,000
49-5568	Temple Avenue Sidewalk & Parkway Landscape - Construction	PROP C	43,628	463,000	116,200	-
49-5569	Valley Wall Phase III - Ferrero to Dora Gusman - Design	PROP C	50,000	100,000	150,000	-
49-5551	Major Street Improvements/Resurfacing - Temple Ave	PROP C	-	-	-	450,000
49-5999	Transfer Out to General Fund	20% Admin	289,072	112,600	53,240	183,200
<b>Total for Prop C</b>			<b>\$ 1,734,430</b>	<b>\$ 675,600</b>	<b>\$ 319,440</b>	<b>\$ 1,099,200</b>
50-5560	Santo Oro Storm Drain and Local Street Improvement	Sewer	\$ -	\$ 80,000	\$ 80,000	\$ -
50-5580	Sewer Capital Improvements - Valley Blvd - Wickford to Ferrero and Wickford Ave - Valley to Inyo	Sewer	-	-	-	820,000
54-5581	Sewer Maintenance Improvements - Various Locations	Sewer	-	-	-	800,000
<b>Total for Sewer</b>			<b>\$ -</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 1,620,000</b>
71-5524	Safe Route to Schools	SR2S	\$ 32,176	\$ -	\$ -	\$ -
71-5566	Safe Route to Schools	SR2S	533	339,650	339,650	-
<b>Total for SR2S</b>			<b>\$ 32,709</b>	<b>\$ 339,650</b>	<b>\$ 339,650</b>	<b>\$ -</b>
<b>Grand Total</b>			<b>\$ 2,305,715</b>	<b>\$ 4,226,650</b>	<b>\$ 2,197,670</b>	<b>\$ 5,658,000</b>

<u>Fund No.</u>	<u>Funding Sources</u>	<u>FY 2013-14</u> <u>Actuals</u>	<u>FY 2014-15</u> <u>Budget</u>	<u>FY 2014-15</u> <u>Estimated</u>	<u>FY 2015-16</u> <u>Adopted</u>
11	General Fund	\$ -	\$ -	\$ -	\$ -
32	Gas Tax	203,104	251,000	221,700	455,400
34	County Aid to Cities	-	250,000	100,000	-
36	Park Grant Fund	(10,604)	-	-	-
37	PROP 1B	-	-	62,700	-
39	TDA	75,500	-	-	30,000
40	STPL	-	533,000	-	634,000
41	CDBG	(58,000)	-	-	300,000
43	Foothill Transit Grant	-	-	-	35,000
45	HSIP	(33,933)	1,003,000	130,000	873,000
47	Measure R	362,509	1,094,400	944,180	476,400
48	PROP A	-	-	-	135,000
49	PROP C	1,734,430	675,600	319,440	1,099,200
50	Sewer Construction Maintenance	-	80,000	80,000	820,000
54	Sewer Maintenance Fund	-	-	-	800,000
71	Safe Routes to School	32,709	339,650	339,650	-
<b>Total Funding Sources</b>		<b>\$ 2,305,715</b>	<b>\$ 4,226,650</b>	<b>\$ 2,197,670</b>	<b>\$ 5,658,000</b>

## Capital Improvement Projects

### City of La Puente Summary of Capital Improvement Projects by Project Fiscal Year 2015-2016 Adopted Budget

#### Fiscal Year 2014-2015 Carry Over Projects

Acct. No.	Project Title	Fund	FY 2013-2014	FY 2014-2015	FY 2014-2015	FY 2015-2016
			Actual	Budget	Estimated	Adopted
32-5503	Valley Blvd. Improvements	Gas Tax	\$ -	\$ -	\$ -	\$ -
41-5503	Valley Blvd. Improvements	CDBG	(58,000)	-	-	-
47-5503	Valley Blvd. Improvements	Measure R	5,000	-	-	-
49-5503	Valley Blvd. Improvements	PROP C	-	-	-	-
	<b>Total For Valley Blvd Improvements</b>		<b>\$ (53,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
49-5569	Valley Wall Phase III - Ferrero to Dora Guzman - Design	PROP C	\$ 50,000	\$ 100,000	\$ 150,000	\$ -
	<b>Total for Valley Wall Phase III</b>		<b>\$ 50,000</b>	<b>\$ 100,000</b>	<b>\$ 150,000</b>	<b>\$ -</b>
49-5505	Amar Rd. Street & Drainage Improvements	PROP C	\$ 1,274,287	\$ -	\$ -	\$ -
	<b>Total for Amar Rd. Street &amp; Drainage Improvements</b>		<b>\$ 1,274,287</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
32-5563	Santo Oro Storm Drain and Local Street Improvement	Gas Tax	\$ 59,290	\$ -	\$ -	\$ -
37-5563	Santo Oro Storm Drain and Local Street Improvement	Prop 1B	-	-	62,700	-
47-5532	Santo Oro Storm Drain and Local Street Improvement	Measure R	73,680	747,000	729,300	-
50-5560	Santo Oro Storm Drain and Local Street Improvement	Sewer	-	80,000	80,000	-
	<b>Total for Santo Oro Drain &amp; Local Street Improvements</b>		<b>\$ 132,970</b>	<b>\$ 827,000</b>	<b>\$ 872,000</b>	<b>\$ -</b>
32-5566	Safe Route to Schools - Matching Funds	Gas Tax	\$ 15,560	\$ 51,000	\$ 121,700	\$ -
71-5566	Safe Route to Schools	SR2S	533	339,650	339,650	-
71-5524	Safe Route to Schools	SR2S	32,176	-	-	-
	<b>Total for Safe Route to Schools</b>		<b>\$ 48,269</b>	<b>\$ 390,650</b>	<b>\$ 461,350</b>	<b>\$ -</b>
49-5567	Temple Ave. Sidewalk/Parkway & Glendora Ave. Improvements - Design	PROP C	\$ 72,032	\$ -	\$ -	\$ 466,000
40-5568	Temple Ave. Sidewalk/Parkway & Glendora Ave. - Design	STPL	-	533,000	-	634,000
49-5568	Temple Ave. Sidewalk/Parkway & Glendora Ave. - Construction	PROP C	43,628	463,000	116,200	-
	<b>Total for Temple Avenue Sidewalk/Parkway &amp; Glendora</b>		<b>\$ 115,660</b>	<b>\$ 996,000</b>	<b>\$ 116,200</b>	<b>\$ 1,100,000</b>
32-5505	Traffic Signal Improvements - Various	Gas Tax	\$ 5,901	\$ -	\$ -	\$ -
45-5569	Traffic Signal Improvements - Various	HSIP	-	1,003,000	130,000	873,000
47-5569	Traffic Signal Improvements - Various	Measure R	-	115,000	-	247,000
	<b>Total Traffic Signal Improvements</b>		<b>\$ 5,901</b>	<b>\$ 1,118,000</b>	<b>\$ 130,000</b>	<b>\$ 1,120,000</b>
45-5505	LP-3 Traffic Signals (HSIP)	HSIP	\$ (23,303)	\$ -	\$ -	\$ -
47-5505	LP-3 Traffic Signals (HSIP)	Measure R	-	-	-	-
	<b>Total for LP-3 Traffic Signals</b>		<b>\$ (23,303)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
47-5567	Local Street Improvements	Gas Tax	\$ 122,353	\$ -	\$ -	\$ -
47-5567	Local Street Improvements	TDA	75,500	-	-	-
47-5567	Local Street Improvements	Measure R	223,411	-	-	-
47-5567	Local Street Improvements	PROP C	5,411	-	-	-
47-5567	Local Street Improvements/Resurfacing - Various	Measure R	-	50,000	52,000	-
32-5567	Local Street Improvements/Resurfacing - Various	Gas Tax	-	200,000	100,000	435,400
34-5566	Local Street Improvements/Resurfacing - Various	CalRecycle	-	250,000	100,000	-
	<b>Total Local Street Improvements</b>		<b>\$ 426,675</b>	<b>\$ 500,000</b>	<b>\$ 252,000</b>	<b>\$ 435,400</b>
32-5511	Intersection of Amar/Tonopah	Gas Tax	\$ -	\$ -	\$ -	\$ -
45-5411	Intersection of Amar/Tonopah	HSIP	(10,630)	-	-	-
	<b>Total for Intersection of Amar/Tonopah</b>		<b>\$ (10,630)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
36-5571	Nature Education Center - Phase II	Park Grant Fund	\$ (10,604)	\$ -	\$ -	\$ -
	<b>Total for Nature Education Center</b>		<b>\$ (10,604)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Capital Improvement Projects

### City of La Puente Summary of Capital Improvement Projects by Project Fiscal Year 2015-2016 Adopted Budget

<u>New Projects - Fiscal Year 2015-2016</u>		<u>Fund</u>	<u>FY 2013-2014</u> <u>Actual</u>	<u>FY 2014-2015</u> <u>Budget</u>	<u>FY 2014-2015</u> <u>Estimated</u>	<u>FY 2015-2016</u> <u>Adopted</u>
<u>Acct. No.</u>	<u>Project Title</u>					
49-5551	Major Street Improvements/Resurfacing - Temple Ave.	PROP C				\$ 450,000
<b>Total Major Street Improvements</b>						<b>\$ 450,000</b>
48-5547	Bus Shelter Replacement - 8 locations	PROP A				\$ 135,000
		Grant - Foothill Transit				35,000
<b>Total Bus Shelter Replacement</b>						<b>\$ 170,000</b>
41-5550	Park Restroom Improvements - La Puente Park	CDBG				\$ 300,000
<b>Total Park Restroom Improvement</b>						<b>\$ 300,000</b>
47-5572	Concrete Sidewalk Improvements - Various locations	Measure R				\$ 150,000
		Gas Tax				20,000
		TDA				30,000
<b>Total Concrete Sidewalk Improvements</b>						<b>\$ 200,000</b>
50-5580	Sewer Capital Improvements - Valley Bl - Wickford to Ferrero/Wickford Ave - Valley to Inyo	Sewer				\$ 820,000
<b>Total Sewer Capital Improvements</b>						<b>\$ 820,000</b>
54-5581	Sewer Maint. Improvements - Various Locations	Sewer				\$ 800,000
<b>Total Sewer Maint. Improvements</b>						<b>\$ 800,000</b>
<b>GRAND TOTAL</b>			<b>\$ 1,956,225</b>	<b>\$ 3,931,650</b>	<b>\$ 1,981,550</b>	<b>\$ 5,395,400</b>
<b>Capital Administration</b>						
39-5999	Transfer Out to General Fund	20% Admin	\$ -	\$ -	\$ -	\$ -
47-5999	Transfer Out to General Fund	20% Admin	60,418	182,400	162,880	79,400
49-5999	Transfer Out to General Fund	20% Admin	289,072	112,600	53,240	183,200
<b>Total Capital Administration</b>			<b>\$ 349,490</b>	<b>\$ 295,000</b>	<b>\$ 216,120</b>	<b>\$ 262,600</b>
<b>Grand Total</b>			<b>\$ 2,305,715</b>	<b>\$ 4,226,650</b>	<b>\$ 2,197,670</b>	<b>\$ 5,658,000</b>
<b>Fund No.</b>	<b>Funding Sources</b>		<b><u>FY 2013-2014</u></b> <b><u>Actual</u></b>	<b><u>FY 2014-2015</u></b> <b><u>Budget</u></b>	<b><u>FY 2014-2015</u></b> <b><u>Estimated</u></b>	<b><u>FY 2015-2016</u></b> <b><u>Adopted</u></b>
11	General Fund		\$ -	\$ -	\$ -	\$ -
32	Gas Tax		203,104	251,000	221,700	455,400
34	Cal Recycle		-	250,000	100,000	-
36	Park Grant		(10,604)	-	-	-
37	Prop 1B		-	-	62,700	-
39	TDA		75,500	-	-	30,000
40	STPL		-	533,000	-	634,000
41	CDBG		(58,000)	-	-	300,000
43	Foothill Transit Grant		-	-	-	35,000
45	HSIP		(33,933)	1,003,000	130,000	873,000
47	Measure R		362,509	1,094,400	944,180	476,400
48	Prop A		-	-	-	135,000
49	Prop C		1,734,430	675,600	319,440	1,099,200
50	Sewer Capital Improvements		-	80,000	80,000	820,000
54	Sewer Maintenance Improvements		-	-	-	800,000
71	Safe Routes to School		32,709	339,650	339,650	-
<b>Total Funding Sources</b>			<b>\$ 2,305,715</b>	<b>\$ 4,226,650</b>	<b>\$ 2,197,670</b>	<b>\$ 5,658,000</b>



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## Glossary of Budget Terms

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The La Puente Budget Document contains a number of terms used in a manner unique to public finance. These terms are explained in the following glossary.

**ACCOUNTABILITY.** The state of being obliged to explain one's actions, to justify what one does. Accountability requires governments to answer to the citizenry, to justify the raising of public resources and the purposes for which they are used.

**ACCOUNTING SYSTEM.** The methods and records established to identify, assemble, analyze, classify, record and report a government's transactions and to maintain accountability for the related assets and liabilities.

**ACTIVITY.** A specific and distinguishable service performed by one or more organizational components of a government to accomplish a function for which the government is responsible (e.g., legislative/legal, administration, city clerk, finance, human resources, general, and insurance/surety are activities within the general government function).

**ACTIVITY CLASSIFICATION.** Expenditure classification according to the specific type of activity performed by one of more organizational units

**ANNUAL FINANCIAL REPORT.** A financial report applicable to a single fiscal year.

**APPROPRIATION.** A legal authorization granted by a legislative body or the City Council to make expenditures and to incur obligations for specific purposes. An appropriation usually is limited in amount and time it may be expended.

**APPROPRIATION/BUDGET RESOLUTION.** A resolution through which appropriations are given legal effect.

**ASSESSED VALUATION.** A dollar value placed on real estate or other property by the County as a basis for levying property taxes.

**ASSET.** An economic resource or probable future economic benefit obtained or controlled by a particular entity as a result of past transactions or events.

**AUDIT.** A review of the City's accounts by an independent auditing firm to substantiate fiscal year-end balances and assure compliance with generally accepted standards for financial accounting and reporting.

**BASIS OF ACCOUNTING.** A term used to refer to when revenues, expenditures, expenses, and transfers-- and the related assets and liabilities-- are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or the accrual method.

**BUDGET.** A plan of financial operation listing an estimate of proposed expenditures and the proposed means of financing them for a particular time period. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating governing body for adoption, and sometimes, the plan finally approved by that body. The budget is "proposed" until it has been approved by the City Council at which time it is "adopted".

**BUDGETARY COMPARISONS.** Statements or schedules presenting comparisons between approved budgetary amounts (as amended) and actual results of operation on the budgetary basis.

**BUDGETARY CONTROL.** The control of management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of available appropriations and available revenues.

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**BUDGET DOCUMENT.** The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating governing body. The budget document usually consists of three parts. The first part contains a message from the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The second consists of schedules supporting the summary. These schedules show in detail the past years' actual revenues, expenditures and other data used in making the estimates. The third part is composed of drafts of the appropriation, revenue and borrowing measures necessary to put the budget into effect.

**BUDGET-GAAP BASIS DIFFERENCES.** Differences arising from the use of a basis of accounting for budgetary purposes that differ from the basis of accounting applicable to the fund type when reporting on operations in conformity with GAAP. For example, a cash-basis budget would produce a budget-GAAP basis difference.

**BUDGET MESSAGE.** A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of government's experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

**CAPITAL IMPROVEMENT BUDGET.** A plan of proposed capital improvements to be implemented over a period of years and the means of financing them.

**CAPITAL OUTLAY EXPENDITURES.** Expenditures resulting in the acquisition of or addition to the government's general fixed assets.

**CONTINUING APPROPRIATION.** An appropriation that once established is automatically renewed without further legislative action, period after period, until altered or revoked. The term should not be confused with intermediate appropriations.

**DEBT.** An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants and notes.

**DEBT PROCEEDS.** The difference between the face amount of debt and the issuance discount or the sum of the face amount and the issuance premium. Debt proceeds differ from cash receipts to the extent issuance costs, such as underwriters' fees, are withheld by the underwriter.

**DEFERRED MAINTENANCE.** The act of not performing (deferring) maintenance at the time it should have been, or was scheduled to be, performed. Maintenance in this context means more than routine preventive maintenance and repairs. It also includes replacement of parts, periodic road resurfacing and other activities needed to maintain the fixed asset at its original contemplated serviceability for its original estimated life.

**DEFERRED REVENUE.** Amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, amounts that are measurable but not available are one example of deferred revenue.

**DEFICIT.** (1) The excess of the liabilities of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period or, in the case of proprietary funds, the excess of expenses over revenues during an accounting period.

**DEPRECIATION.** (1) Expiration in the service life of fixed assets, other than wasting assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. (2) The portion of the cost of a fixed asset, other than a wasting asset, charged as an expense during a particular period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of such cost. Through this process, the entire cost of the asset is ultimately charged off as an expense.

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**ENCUMBRANCES.** Commitments related to unperformed contracts for goods or services. Used in budgeting, encumbrances are not GAAP expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

**ENTERPRISE FUND.** A fund established to account for operations financed and operated in a manner similar to private business enterprise (e.g. sewer maintenance system). In this case, the governing body intends that cost (i.e., expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**EXPENDITURES.** Decreases in net financial resources. Expenditures include operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues.

**EXPENSES.** Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations.

**FINANCIAL RESOURCES.** Cash and other assets that, in the normal course of operations, will become cash.

**FISCAL YEAR.** A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

**FRANCHISE.** A special privilege granted by a government permitting the continued use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

**FUNCTION.** A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., city council, city clerk, administration, planning/zoning, transit, public

community development, recreation, transportation, etc.)

**FUNCTIONAL CLASSIFICATION.** Expenditure classification according to the principal purposes for which expenditures are made (e.g. public safety).

**FUND.** A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

**FUND BALANCE.** The difference between fund assets and fund liabilities of governmental and similar trust funds.

**FUND TYPE.** Any one of seven categories into which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP).** Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompasses the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations.

**GOVERNMENTAL FUND TYPES.** Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities—except those accounted for in proprietary funds and fiduciary funds. In essence, these funds are accounting segregation of financial resources. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is referred

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to as fund balance. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, uses and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures, transfers and other changes in fund balance. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

**GOVERNMENTAL-TYPE ACTIVITIES.** Those activities of a government that are carried out primarily to provide services to citizens and that are financed primarily through taxes and intergovernmental grants.

**GRANTS.** Contributions or gifts of cash or other assets from another government to be used or expended for a specified purpose, activity or facility.

**INFRASTRUCTURE ASSETS.** Public domain fixed assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, lighting systems and similar assets that are immovable and of value only to the government unit.

**INTERFUND TRANSACTIONS.** Transactions between funds of the same government reporting entity. They include (1) quasi-external transactions, (2) reimbursement, (3) residual equity transfers, (4) operating transfers and (5) inter fund loans.

**INTERFUND TRANSFERS.** All inter fund transactions except loans, quasi-external transactions and reimbursements. Transfers can be classified as belonging to one of two major categories: residual equity transfers or operating transfers.

**INTERGOVERNMENTAL REVENUE.** Revenues received from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

**INTERNAL SERVICE FUND.** A fund used to account for the financing of goods or services provided by one department or agency to other department or agencies of a government or to other governments, on a cost-reimbursement basis.

**LEVY.** (1) (Verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

**MEASUREMENT FOCUS.** The accounting convention that determines (1) which assets and which liabilities are included on a government's balance sheet and where they are reported there, and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenues and expenses).

**NET INCOME.** Proprietary fund excess of operating revenues, non-operating revenues, and operating transfers in over operating expenses, non-operating expense and operating transfers out.

**NONOPERATING EXPENSES.** Proprietary fund expenses not directly related to the fund's primary activities (e.g., interest).

**NONOPERATING REVENUES.** Proprietary fund revenues incidental to or byproducts of, the fund's primary activities.

**OBJECT.** As used in expenditure classification, applies to the article purchased or the service obtained, rather than to the purpose for which the article or service was purchased or obtained (e.g. personal services, contractual services, material and supplies).

**OPERATING BUDGET.** Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even when not required by law, however, annual operating

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budgets are essential to sound financial management and should be adopted by every government.

**OPERATING EXPENSES.** Proprietary fund expenses related directly to the fund's primary activities.

**OPERATING GRANTS.** Grants that are restricted by the grantor to operating purposes or that may be used for either capital or operating purposes at the discretion of the grantee.

**OPERATING TRANSFERS.** All inter fund transfers other than residual equity transfers (e.g. legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended).

**ORDINANCE.** A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be by ordinance and those that may be by resolution. Revenue-raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

**OTHER FINANCING SOURCES.** Governmental fund general long-term debt proceeds, amounts equal to the present value of minimum lease payments arising from capital leases, proceeds from the sale of general fixed assets, and operating transfers in. Such amounts are classified separately from revenues on the governmental operating statement.

**OTHER FINANCING USES.** Governmental fund operating transfers out and the amount of refunding bond proceeds deposited with the escrow agent. Such amounts are classified separately from expenditures on the governmental operating statement.

**PAY-AS-YOU-GO BASIS.** In the context of pension accounting and risk management, the failure to finance retirement obligations or

anticipated losses on a current basis, using an acceptable actuarial funding method.

**PREPAID ITEMS.** Payment in advance of the receipt of goods and services in an exchange transaction. Prepaid items (e.g. prepaid rent and unexpired insurance premiums) differ from deferred charges (e.g. unamortized issuance costs) in that they are spread over a shorter period of time than deferred charges and are regularly recurring costs of operations.

**REVENUES.** (1) Increases in the net current assets of a governmental fund type from other than expenditure refunds and residual equity transfers. Also, general long-term debt proceeds and operating transfers in are classified as "other financing sources" rather than as revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers in are classified separately from revenues.

**REVOLVING FUND.** (1) An internal service fund. (2) An imprest account accounted for as an asset of a fund.

**RISK MANAGEMENT.** All the ways and means used to avoid accidental loss or to reduce its consequences if it does occur.

**SELF-INSURANCE.** A term often used to describe the retention by an entity of a risk of loss arising out of the ownership of property or from some other cause, instead of transferring that risk to an independent third party through the purchase of an insurance policy. It is sometimes accompanied by the setting aside of assets to fund any related losses. Because no insurance is involved, the term self-insurance is a misnomer.

**SERVICE ASSESSMENTS.** Special assessment projects for operating activities that do not result in the purchases or construction of fixed assets. Often such service assessments are for services that are normally provided to the public as general government functions and that would otherwise be financed by the general fund or a special revenue fund. Those services include street lighting, street cleaning and snow plowing. Financing for these routine services

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typically comes from general revenues. However, when routine services are extended to property owners outside the normal service area of the government or are provided at a higher level or at more frequent intervals than that provided the general public, special assessments are sometimes levied. Only the affected property owners are charged for the additional services.

**SINGLE AUDIT.** An audit performed in accordance with the Single Audit Act and Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments. The Single Audit Act allows or requires governments (depending on the amount of federal assistance received) to have one audit performed to meet the needs of all federal grantor agencies.

**SPECIAL ASSESSMENT.** A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

**SPECIAL ASSESSMENT ROLL.** The official list showing the amount of special assessments levied against each property presumed to be benefited by an improvement or service.

**SPECIAL REVENUE FUND.** A fund used to account for the proceeds of specific revenue sources (other than expendable trust or major capital projects) that is legally restricted to expenditure for specified purposes.

**TAXES.** Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges (e.g. sewer service charges).

**TRUST AND AGENCY FUND.** Fund used to report resources held by the reporting government in a purely custodial capacity.

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## Glossary of Acronyms and Terms

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ADA	Americans with Disabilities Act
AED	Automatic External Defibrillator
AQMD	Air Quality Management District
ARRA	American Recovery Reinvestment Act of 2009
CalPERS	California Public Employees Retirement System
CIP	Capital Improvement Projects
CIOT	Click it or Ticket grant
CDBG	Community Development Block Grant
CDC	La Puente Community Development Commission
CERBT	California Employers Retiree Benefit Trust
COPS	Citizen's Option Public Safety grant
CSMD	Consolidated Sewer Maintenance District
DOC	Dental Optical Care Program
FEMA	Federal Emergency Management Agency
FICA	Federal Insurance Contributions Act
FTE	Full Time Equivalent
GASB	Governmental Accounting Standards Board
GIS	Geographic Information System
HES	Hazard Elimination Safety grant
HSIP	Highway Safety Improvement Program
HUD	Department of Housing and Urban Development
IT	Information Technology
JAG	Edward Byrne Memorial Justice Assistance Grant
MIS	Management Information System
MTA	Metropolitan Transportation Authority
MVLF	Motor Vehicle License Fees
NPDES	National Pollutant Discharge Elimination System
OPEB	Other Post-Employment Benefits
SR2S	Safe Routes to School grant
STPL	Surface Transportation Program Local grant
TAB	Tax Allocation Bonds
TDA-3	Transportation Development Act Article 3 grant
WDR	Waste Discharge Requirements